1505 Sofia
47 Popova shapka str., fl.2
Phone number.: (02) 421 9707
E-mail:info@qntra.com
Skype: qntra.com

User Manual

Access Control Software

1505 Sofia
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

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E-mail: info@qntra.com
Skype: qntra.com

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Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

1. System requirements

Software product minimum system requirements

Operating system: Windows XP SP3, Windows Vista, Windows 7

(x86 and x64 bit)

Hardware requirements:

Referable minimum

CPU : Pentium 1 GHz

RAM : 1GB

Minimum free dick space: 2GB

Software requirements:

Database server: MS SQL

Installated package: Microsoft .NET Framework v4.0

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47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

2. Purpose of the program product

With this software you could organize and control the access and attendance time of your institution in the best way. You could allow or forbid the access to one or more physical premises, time monitoring of the entrance/exits from the institution, employees position monitoring at the moment is another advantage of the QSS software and also:

- More detailed statistics and reports, based on the newest technologies.
- Different labour and remuneration programs integration.
- Different security systems integration (Fire alarm system, Video surveillance, BMS etc.)
- Developing and producing modules and new reports according of the customer' s requirements.
- Additional module for automatic reports E-Mailing.
- New, unique design and vision with opportunity to choose between different themes.
- QSS provides easy access and management of any module and control.
- Fast and easy reports for last events of every employee.
- It is possible to be connected with remote database through Internet
- Unique monitoring of all entrances/ exits zones in real time is a great advantage of the product.
- The user can add new columns and fields.
- Support branch network of offices.
- New Anti-Pass-Back function in Online and Offline regeeme of the controllers.
- Reports/information export in TXT,RTF,XLS etc. files.

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47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
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Skype: qntra.com

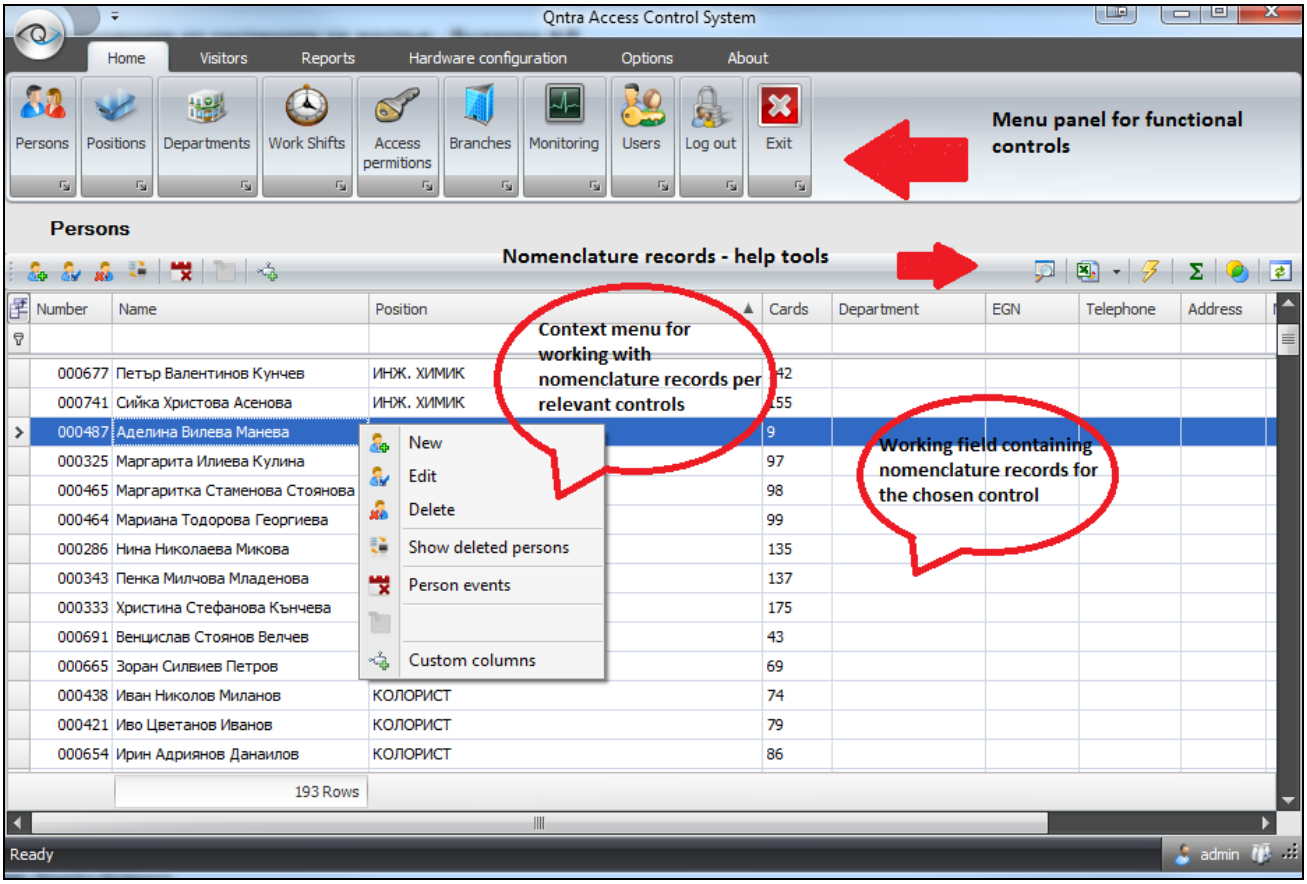
3. QSS work field

After a successful authorization the work screen of the Access Control Manager opens. It consists the following components:

Menu panel – contains all functional controls for your access control system organization and management.

Help tools – There are tools for data searching in the entire nomenclature table, for data export in Excel, PDF, HTML and other. Tools for sorting and filtering data, summing the values of the different columns etc. are included.

Context menu – Functionality for working with nomenclature records of the relevant control, as new records input, editing existing ones, deleting and recovery of records etc. The menu appears after clicking the right mouse button.



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47 Popova shapka str., fl. 2
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E-mail: info@qntra.com
Skype: qntra.com

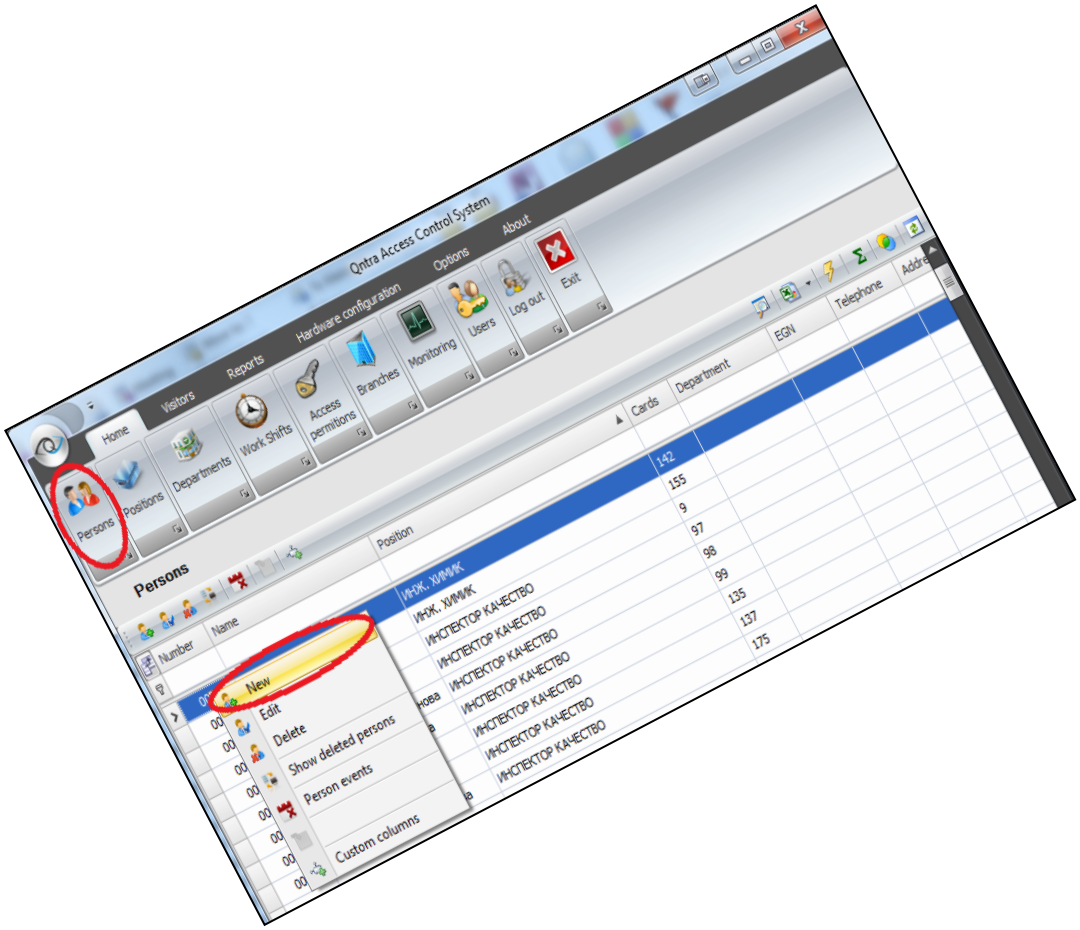
4. Main functions

4.1 Employees

The employees are the basic functional unit in every institututon and in an access control system, too.

With QSS software you have the opportunity to add employees, with all necessary details as: Name, ID number, position, department, phone etc. From the control *"persons"* you are able to allow and deny access of an employee; to assign cards; to define the possible work shifts; to add new fields according to your requirements; you can also input a picture of the employee.

4.1.1 Add new person in the Access Control System 6



The contextual menu visualizes by right mouse button click on the control *"persons"* from the work field. To add a new employee in the system choose the option New. In front of you appears a new dialogue window where you could input

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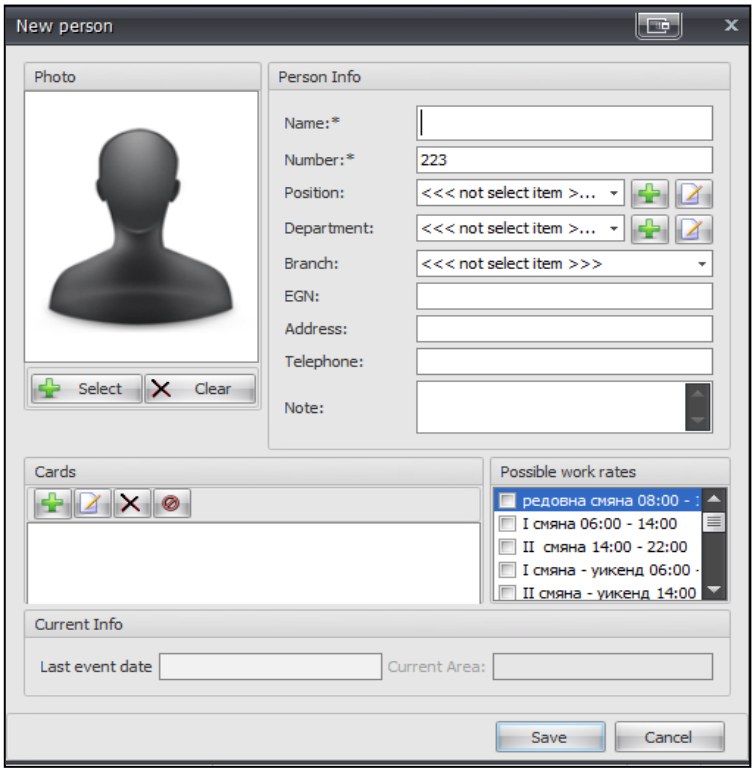
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

the information about the new employee.

When inputting a employee in the system required fields are marked with - “*”.

Input the main information about the employee – required fields in the concrete example are : Name and Personal №. For each employee you could also choose: Position, Branch, Department, if there is this kind of information in the system. Every user of the program have the opportunity to add new fields when additional information is necessary.

The main function of the software is: by adding an employee in the system to control their access and viewing all their events about the worked time and additional time in the institution.



Input :

Name
(Required)
Personal № (Required)
Position
Department
Branch
Address
Telephone Number
Note

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Skype: qntra.com

You could add one or more access cards to one employee. To be easier for the user, the card access control could be made by New employee or Edit employee control panel. You could add cards, choose their access level permissions, deactivate or delete card.

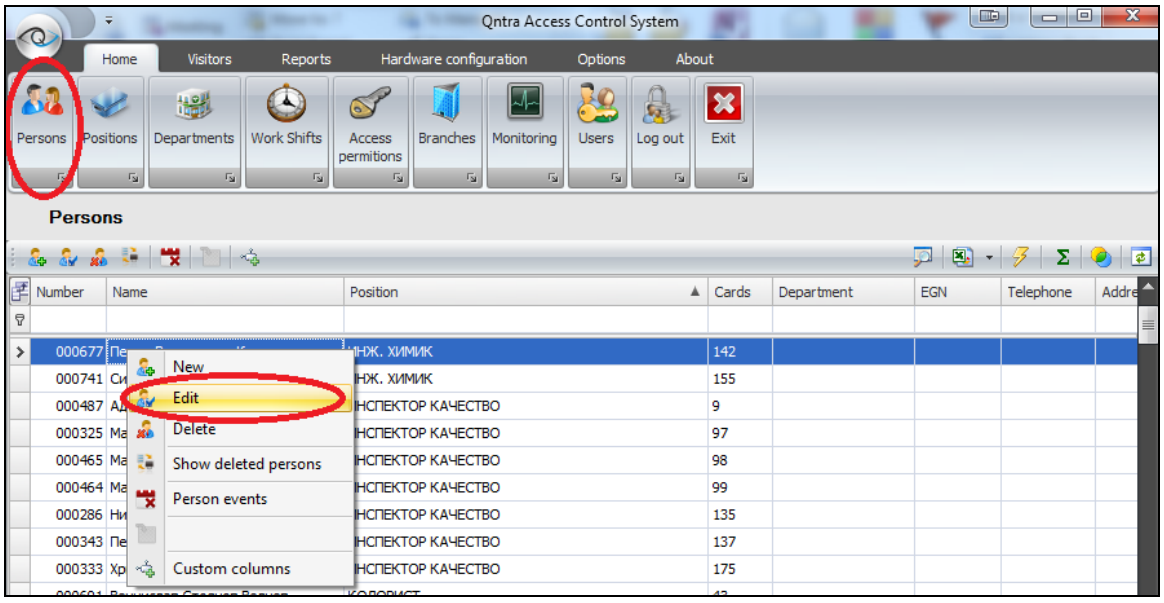
If the user would like, could add possible work rates for any person. This action would make easier work time report and also would reduse the opportunity for an irregular access.

4.1.2 Edit person

Edit data for a person is necessary, in case of the following conditions:

- The user would like to edit personal information about a person.
- Add/Delete/Deactivate person card.
- Edit posibble Work Rates.

If you like to make a correction about a person, you should make right mouse click on the person, and from the appeared context menu you should choose the option Edit.



It appears a widow identic with the Add New Person window. Now you have the opportunity to make all wanted changes.

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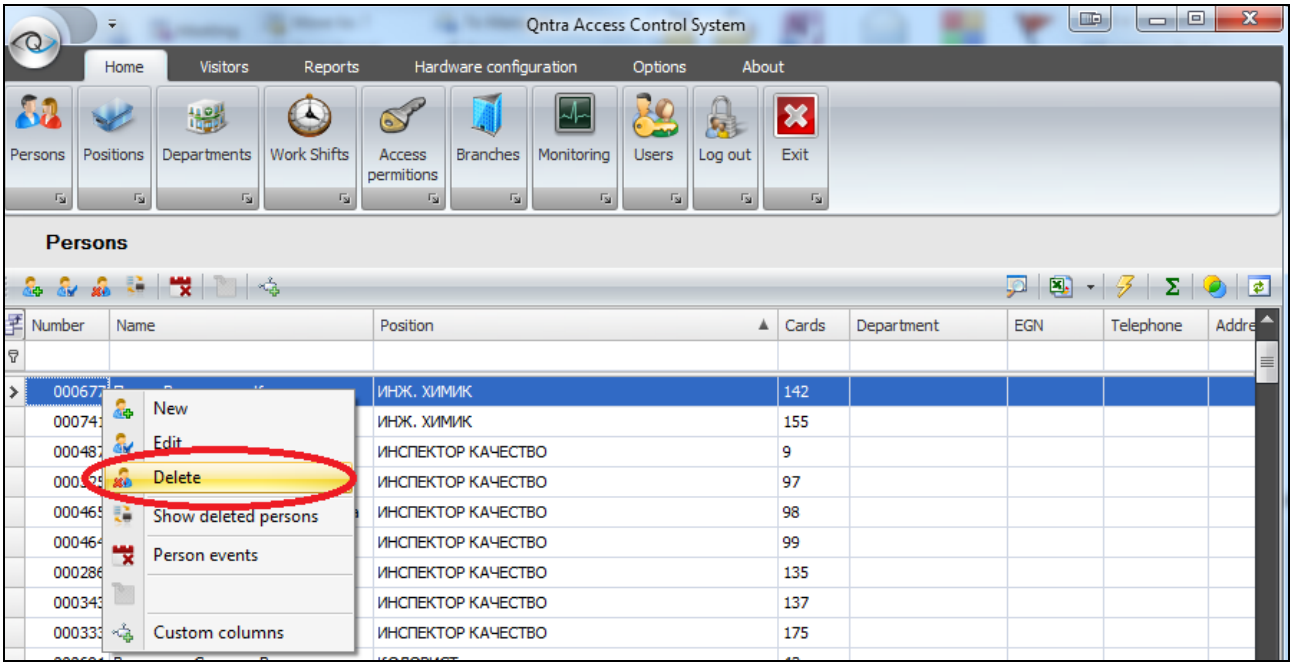
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

4.1.3 Delete person

Delete person is a function used in situation, when access control and reports for a person is not necessary any more.For example, in case when a person quit the company or the person is fired.

Press the right button of the mouse on the person, which you want to delete and choose the option Delete from appeared context menu.



4.1.4 Show deleted person

By deleting a person, the employee is not deleted from the software database, if you want to restore a record which is deleted, press right mouse button on the employee control work space. From the appeared context menu choose the option Show deleted persons.

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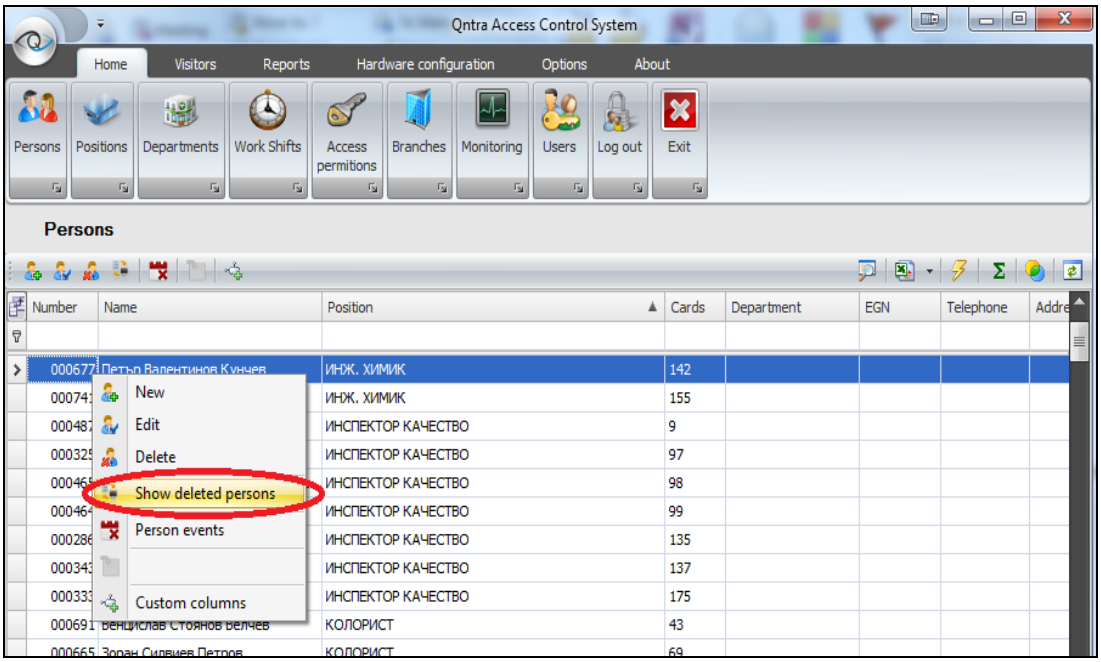
E-mail: info@qntra.com
Skype: qntra.com



In the person's list would appear, in lighter colour, all deleted records and you will have the opportunity to restore them, using the option Restore from the context menu. You could choose which one records to restore.

4.1.5 Person Events

Person events is new innovative functionality of the QSS access control system. Every user, who have permissions to operate with this function, have the opportunity to add manually (by the software) events per person. This software function is exclusively suitable in case of forgotten card by person. The function is appropriate by the person access control context menu.

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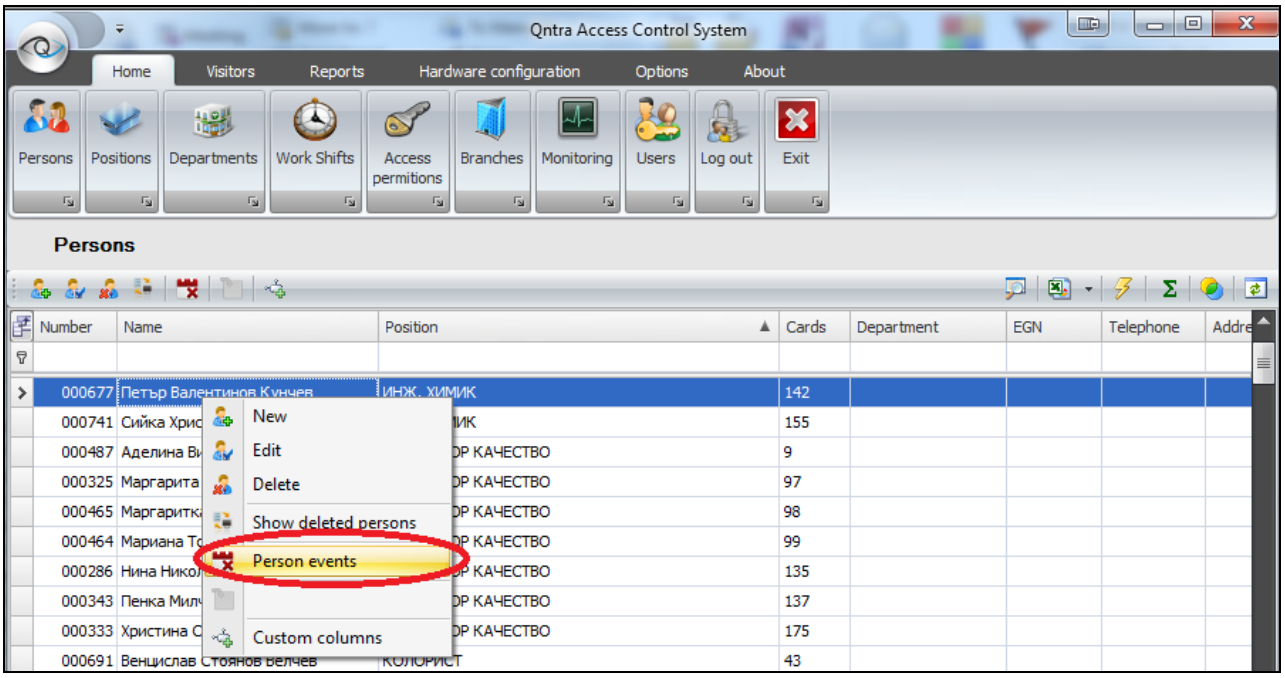

A window appears, there you could add, edit or delete entrance/exit events per day.

Example: On 06.07.2012 the person Albena Nikitova Dikova have forgotten her access card. A user has to add manually entrance and exit events for the person.

First step: Choose mount and year, for which you want the system to load days:

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47 Popova shapka str., fl. 2
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E-mail: info@qntra.com
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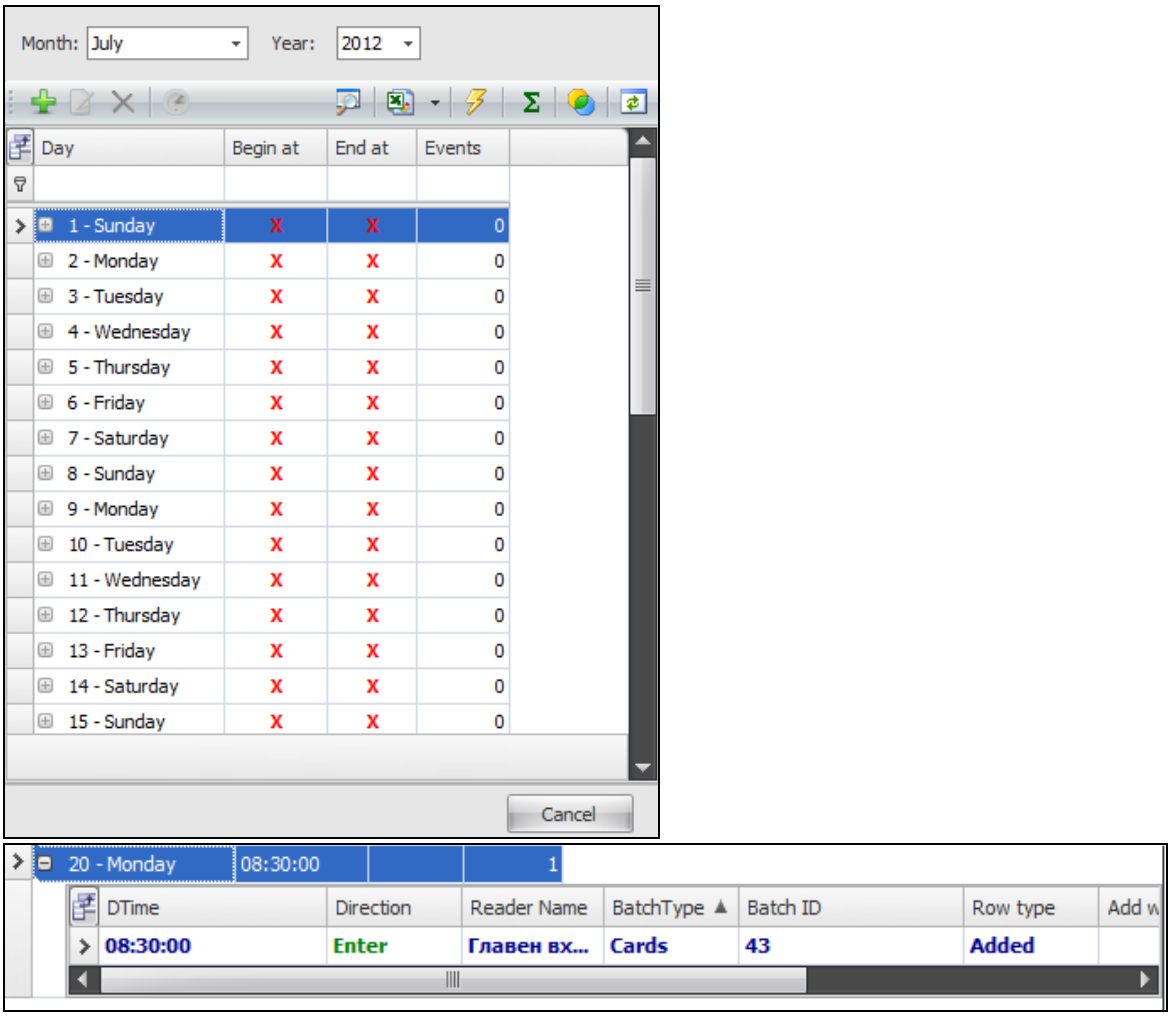

Second step: With right mouse button click choose the day for which you want to add an event. To add new event, you have to choose the option New from the context menu. Add the start and end hour of the event. Select a reader where the event occurs (entrance reader or exit reader – depending on the event). If the person has more than one cards, select a card, on which you want to be the event. Select work shift.

Third step: Select the button Record

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47 Popova shapka str., fl. 2
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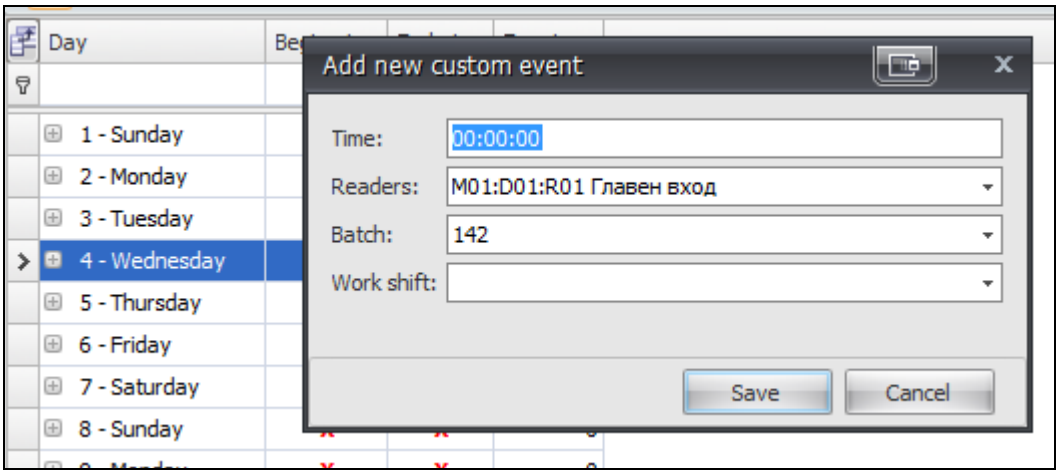
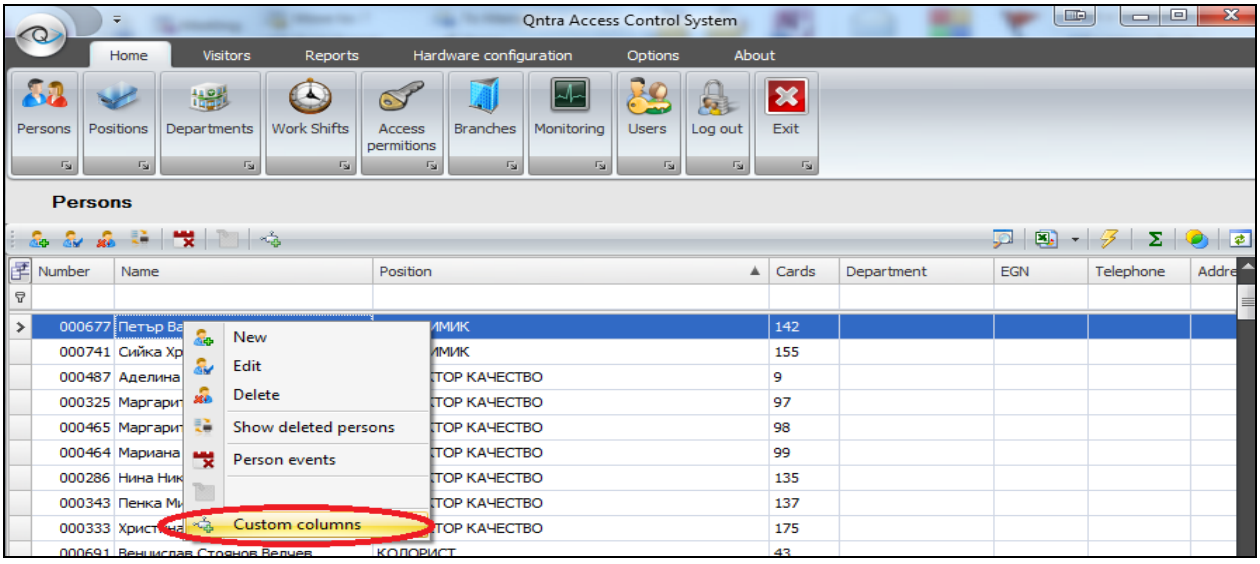
E-mail: info@qntra.com
Skype: qntra.com



All events per person could be edited or deleted, using the Person events context menu options, for editing and deleting.

4.1.6 Add additional fields

When there is neccessary of additional fields in person access control, every user could add one or more fields. You could use the option from Person context menu Add additional fields/Custom columns



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47 Popova shapka str., fl. 2
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E-mail: info@qntra.com
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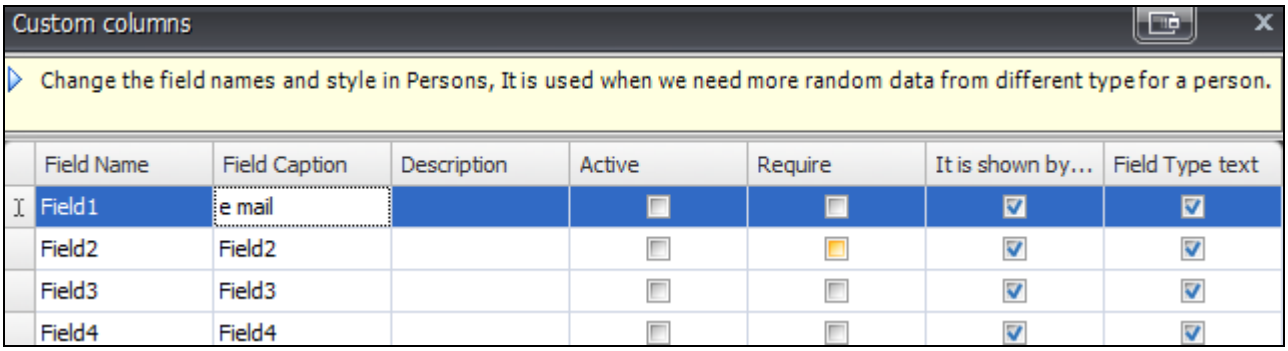
A window appears, there you could create the field that you want. You could make this field mandatory or not.

Example: You need e-mail address for every person, but you do not have a special e-mail field.



You should give a name of the new field in the column Field name , you could add description and mark the columns Aktive (this mark make the new field visible in forms for Add or Edit a person) and column Required (if you want this field to be mandatory when a new person is added or an existing person is edited).

4.2 Positions and departments

Qntra software gives the opportunit, the user to add by nomenclature positions and departments which are relating to your company. You could view how many employees the company has in every position and department, the user also could set the access permissions for every person one by one.

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47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
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Positions and Departments Access Control is available from the menu panel Home → Positions/Departments

This control gives you the opportunity to add new positions for your employees, edit the existing ones or delete them.

4.2.1 Add new position/department

From the context menu for position/department control select the option New. There appears a new window, there you add Name of the new position/department, additional note if necessary and access level permission. To Save the new position/department click Save button.

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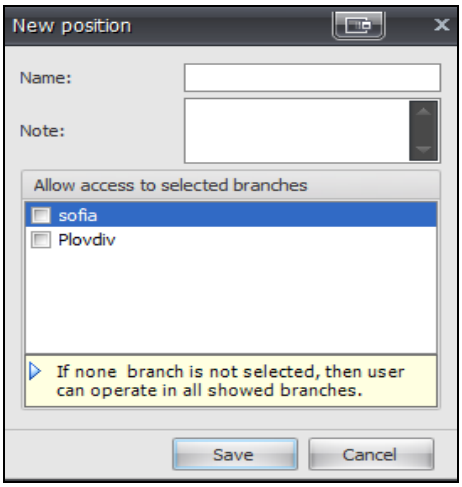

4.2.2 Edit position/department

The Software gives opportunity for edititig still existing position if this is necessary. You could edit the name of still existing position, still existing note (if there is a note) and access level permition. The option Edit is available from Positions/Departments context menu.

4.2.3 Delete position/department

Every existing position/department could be deleted from the list of active positions/departments, if it is not necessary any more. It could be restore when the user need it again. Position/Department delete option is available from the context menu.

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E-mail: info@qntra.com
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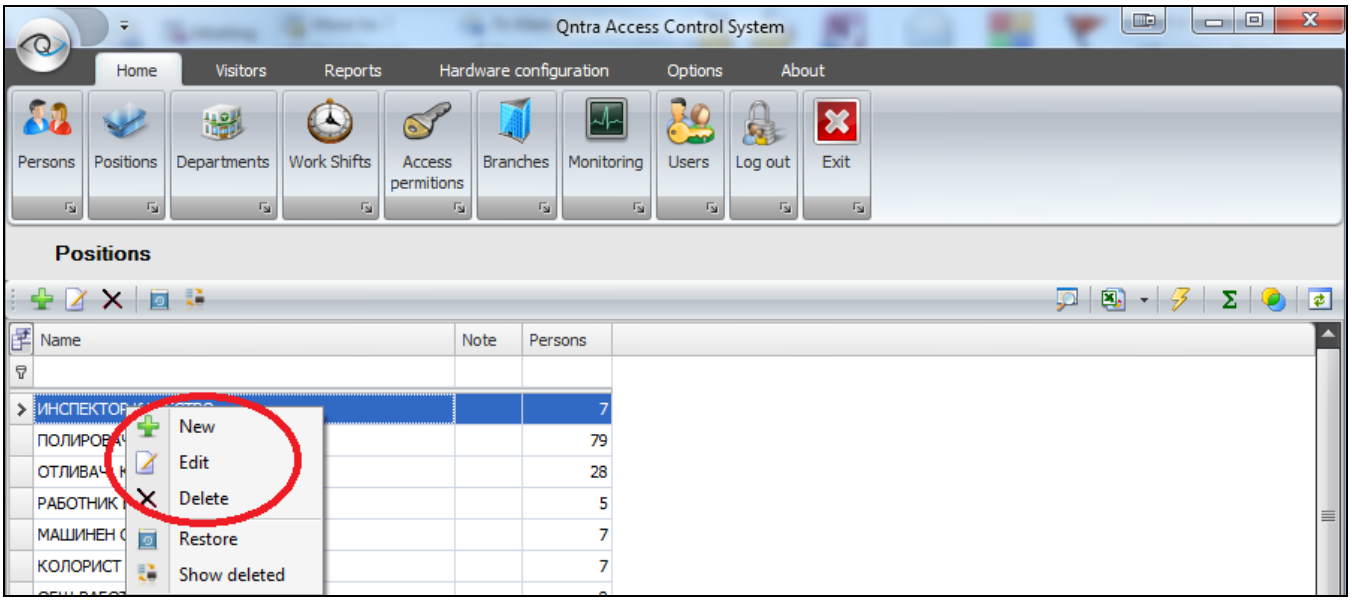

4.2.4 Show and restore deleted positions/departments

If restoring of still deleted position is necessary, this could be made by selecting the command Show deleted positions/departments from the context menu, than select the option Restore again from the context menu. If you do not want to restore, but view deleted positions/departments, select the option Show deleted positions/departments and there you could see all deleted records in pale colour. If you do not want to view them anymore select the option Hide deleted positions/departments from the context menu.

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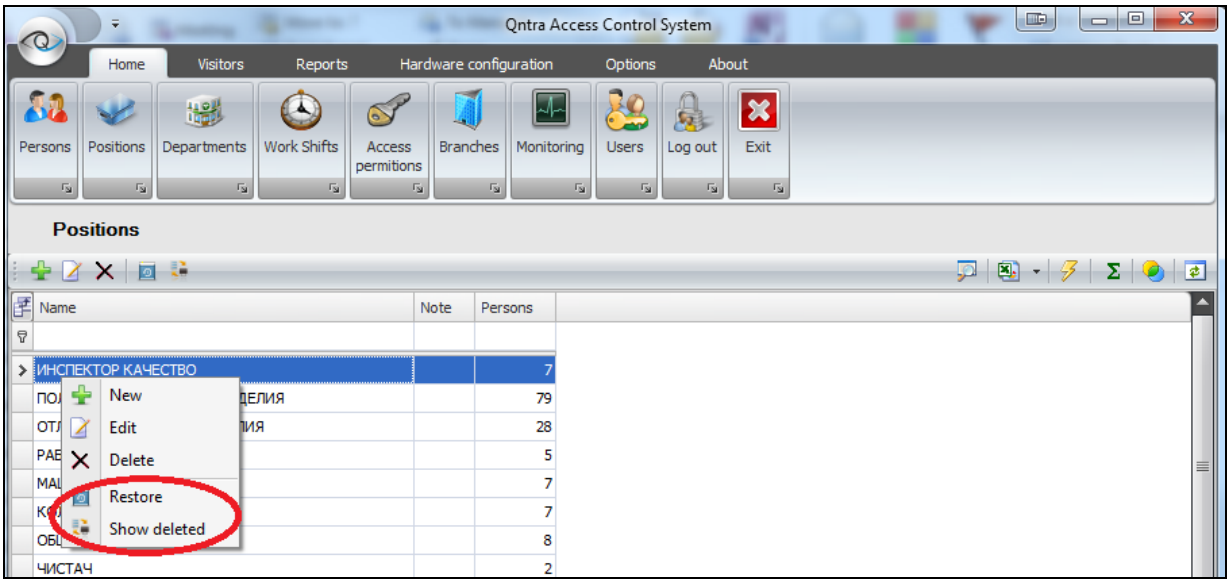

4.3 Work shifts

Access control software gives opportunity, the user to add work shifts which are specific for the company. Access and work time control of the all employees by work shifts is one of the advantages of the QSS software. The user could view all evnets through the work shift (begin entrance, breaks, unauthorized breaks, final exit) Via work shift control, you could add work time and over time coefficient rate for caluculattion the whole time spend in the company.

Add, Edit or Delete work shift is possible by selecting:

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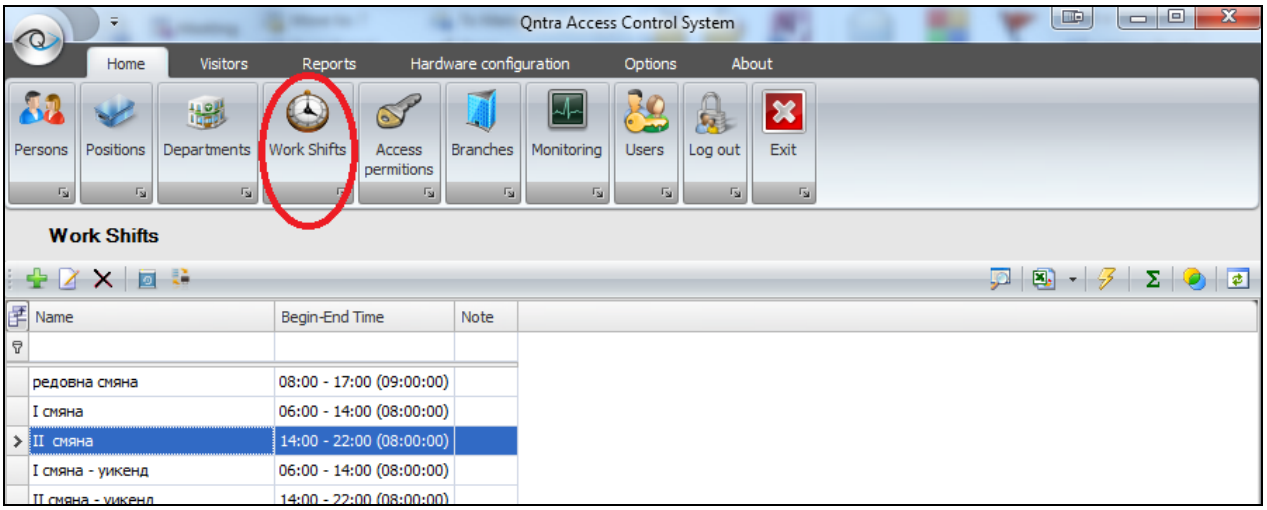

4.3.1 Add new work shift

Select the option New from the context menu, now you could add new work shift. In the appeared window the user could configure the new work shift by writing the following specifications of the work shift:

- Work shift name
- Begin and end hour of the work shift
- Mark the days for which we want the shift to be active

The user could add work time and over time coefficient rate for caluculattion the whole time spend in the company, if it is necessary.

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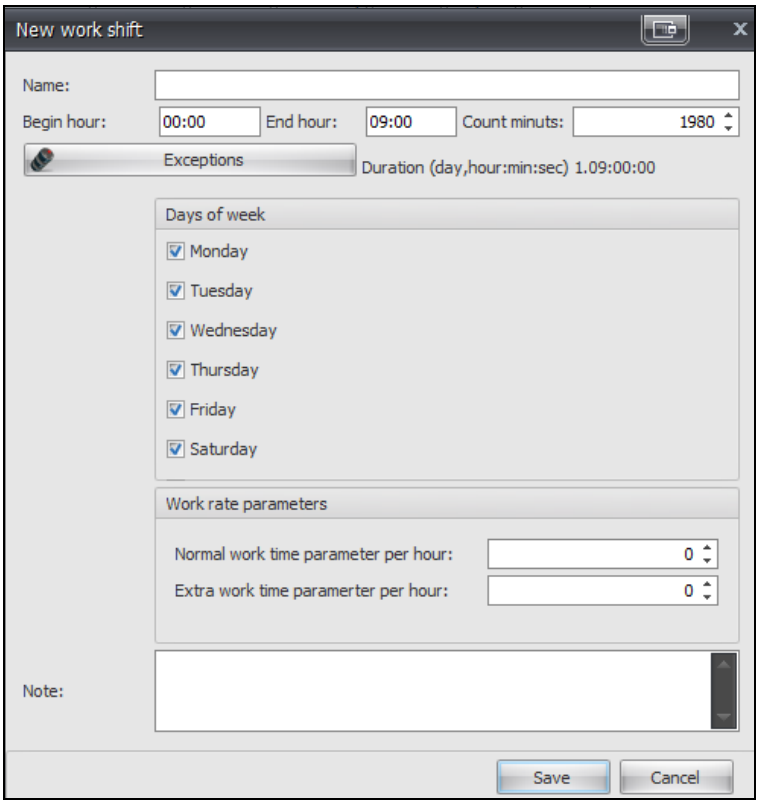

Select the button Save for saving the created work shift.

4.3.2 Edit work shift

Every added work shift could be edited, if necessary. Select the option Edit from the Work shifts context menu. When editing, the user could modify whole work shift or only parts of its details.

4.3.3 Delete work shifts

Every work shift could be deleted , if is not necessary anymore. The option is available from the Work shifts context menu.

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E-mail: info@qntra.com
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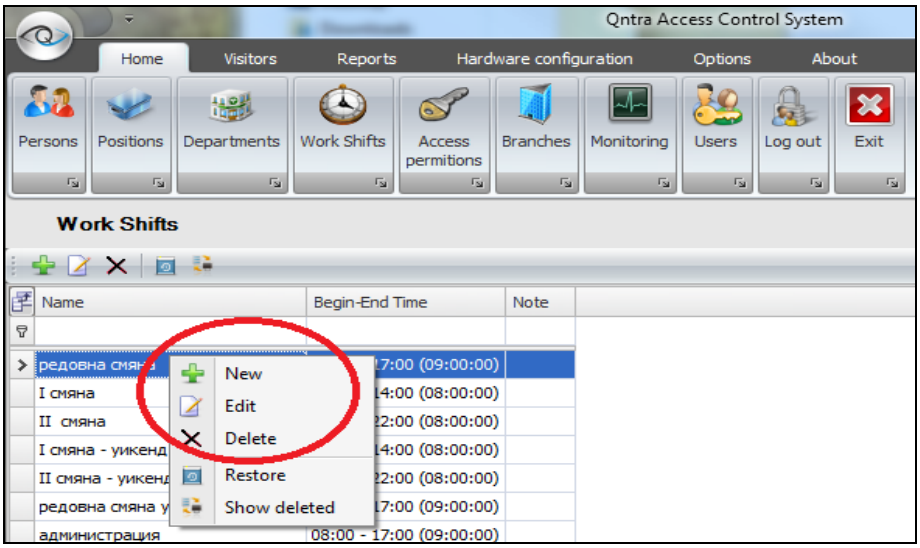
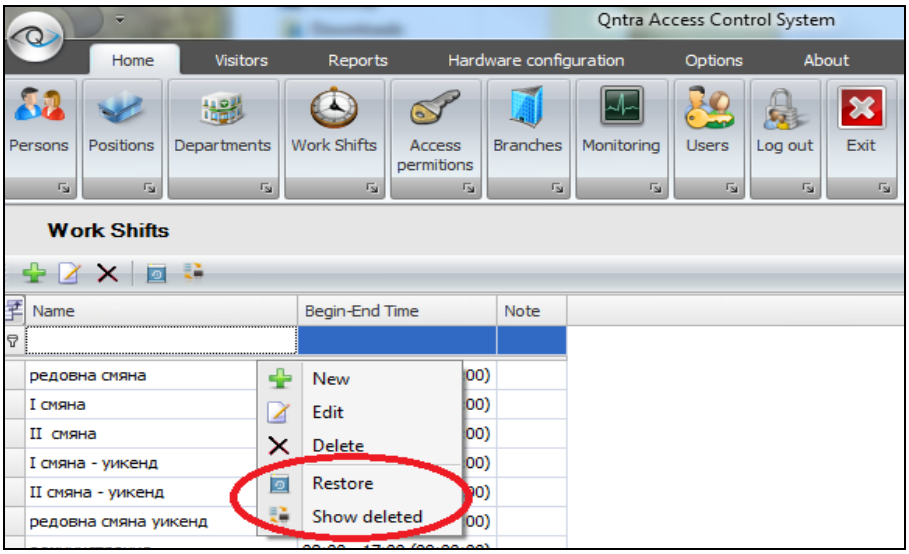


4.3.4 Show and restore deleted work shifts

When the user want to restore still deleted work shift, select the option Show deleted work shifts from the context menu, mark the work shift which would want to restore , than select the button Restore from the work shifts context menu.



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47 Popova shapka str., fl. 2
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E-mail: info@qntra.com
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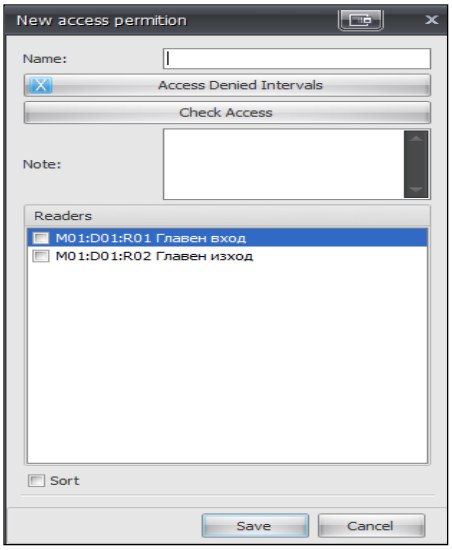
4.4 Access permissions

Level access control gives the opportunity for creating and configuration the access control of the every reader (door) existing in the system.The user configure the access levels in way which provides every employee to have access only to departments and zones which are connected with their work sphere.The aim here is to be avoided unauthorized access in areas of the company, which have to be accessible only for limited range of people

4.4.1 Add access control level /permissions

Select the option New from Access permission context menu to add new access level.

Enter :



Access level name (required field)
Additional note

Mark readers which would be available
for the person with this access control level permission

Select branch (if there are branches)
for which you want to allow access.

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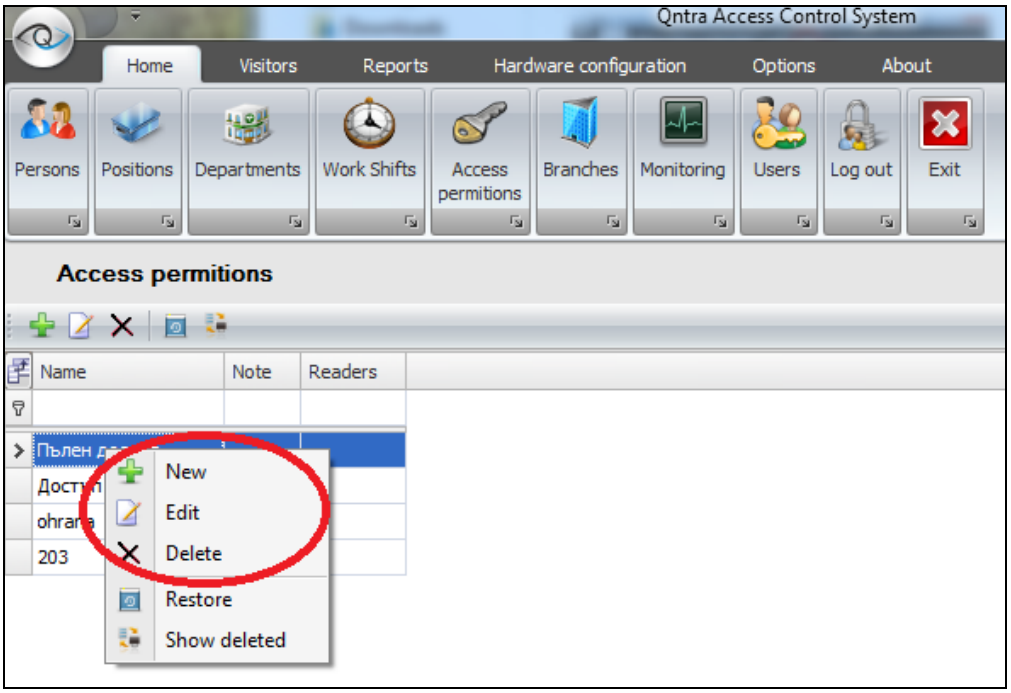
Click on Save button for saving the created access level.

4.4.2 Edit Access control levels/permissions

Every existing access control level could be edited, if there are changes in the company. The user could change the readers (doors) access control level, who would have access permissions for every acess control level, the user could edit whole access to some branch of the company. The Edit option is available from Access permissions context menu.

4.4.3 Delete access control level /permissions

Every existing Access control level could be deleted if this is necessary. Delete option is functionable from Access control level context menu.



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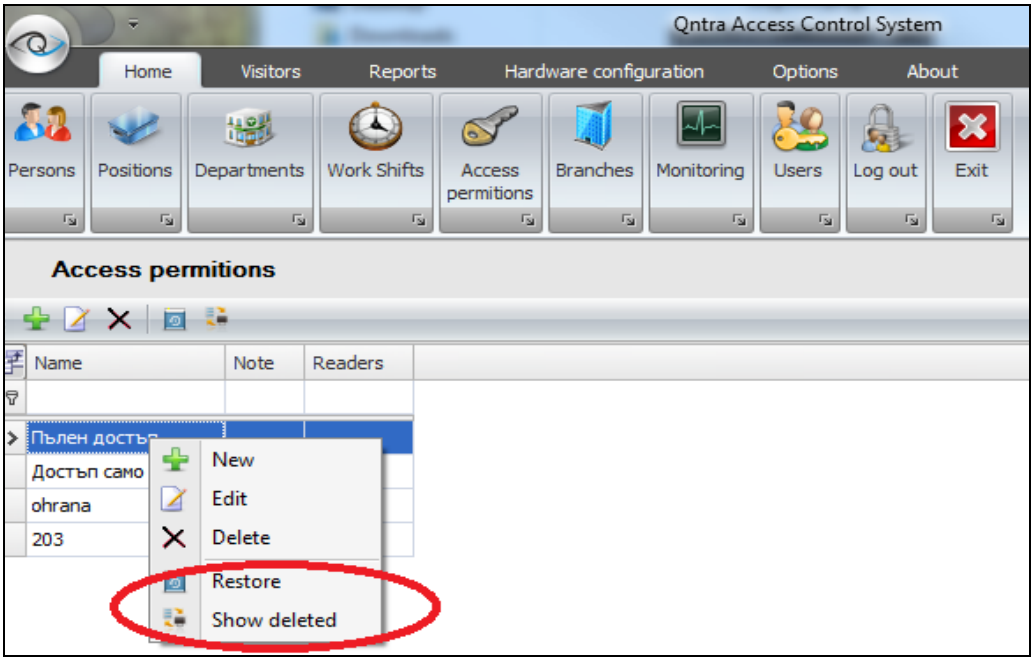
4.4.4 Restore and show deleted access control levels/permissions

When a recovery of deleted access control levels is necessary or the user only would like to review them, this is possible, because all information is saved in the database. The user could select the option Show deleted access control levels from the context menu, then select the option Restore from the same menu.



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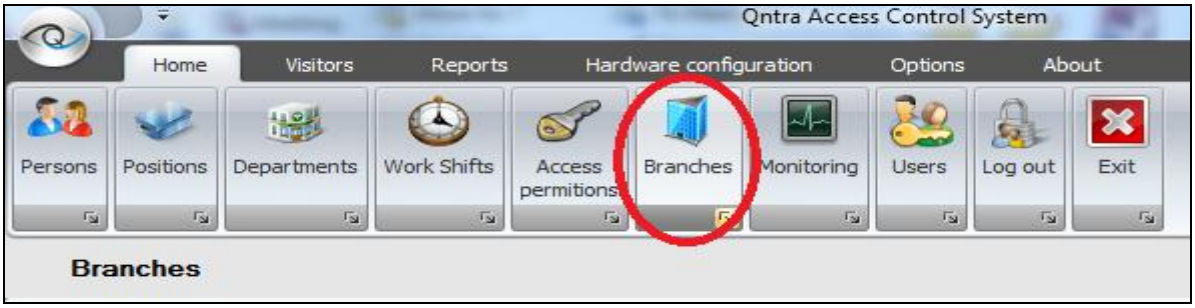
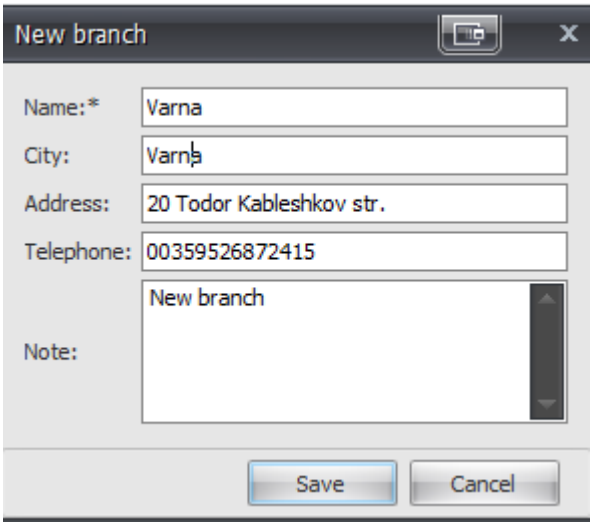
4.5 Branches

Branches access control allows nomenclature branch adding in one access control system.



4.5.1. Add new branch

Select the option New from the Branches context menu.



Enter :

Branch name (required field)

Address and phone number, if necessary

Select Save button to input the information in the system.

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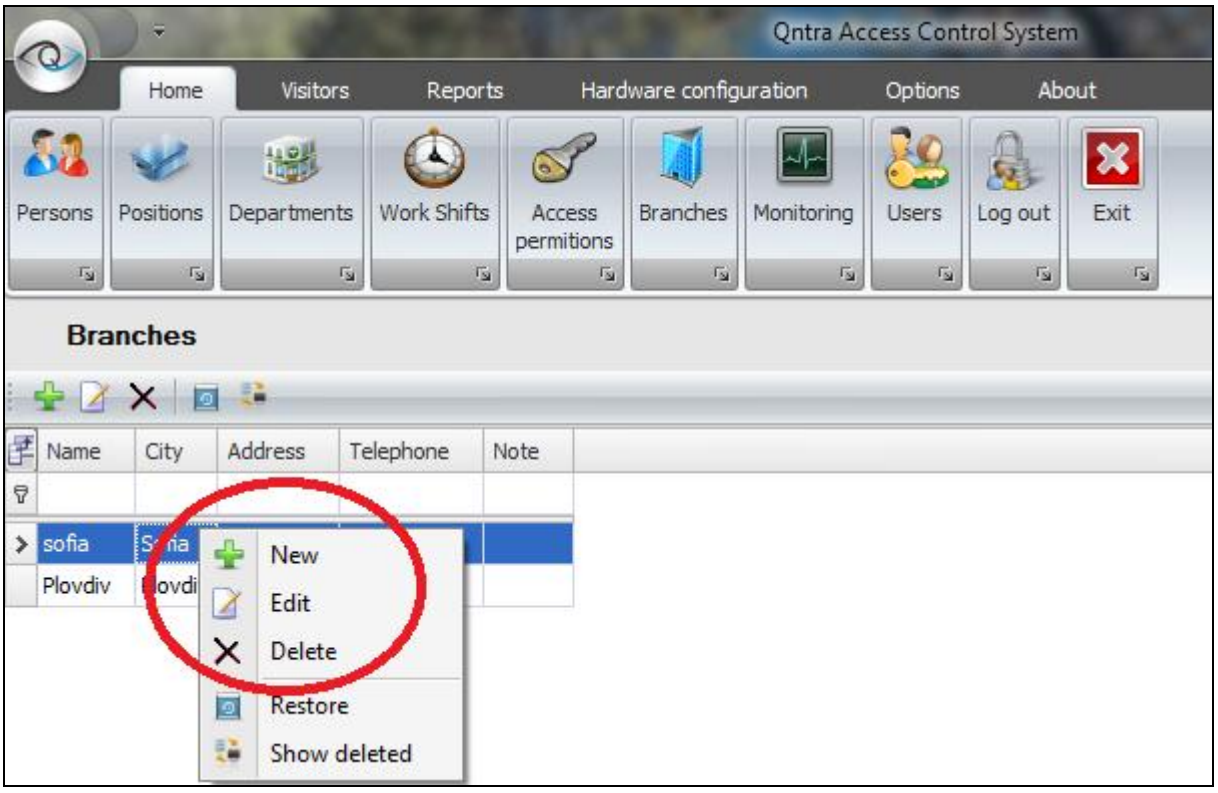
4.5.2 Edit branch

Every still existing branch could be modified , the user could change its name, address, phone number and note.

The option Edit branches is active from the context menu Branch control.

4.5.3 Delete branches

Every nomenclature existing branch could be deleted, when it is not necessary anymore. Delete option is available from the context menu Branch control.



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47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
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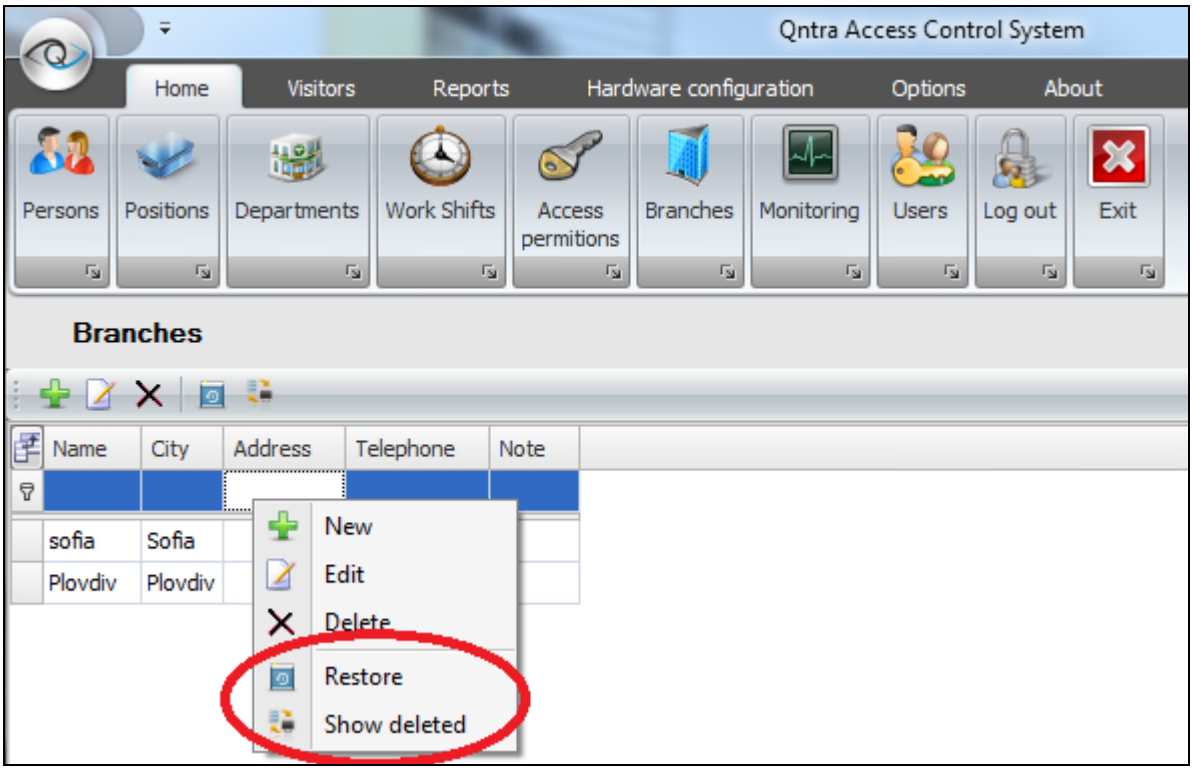
4.5.4 Restore and show deleted branches

When it is necessary to restore or review deleted branches , tis could be possible with the option Show deleted branches from the control context menu, than choose the option Restore from the same menu.



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47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
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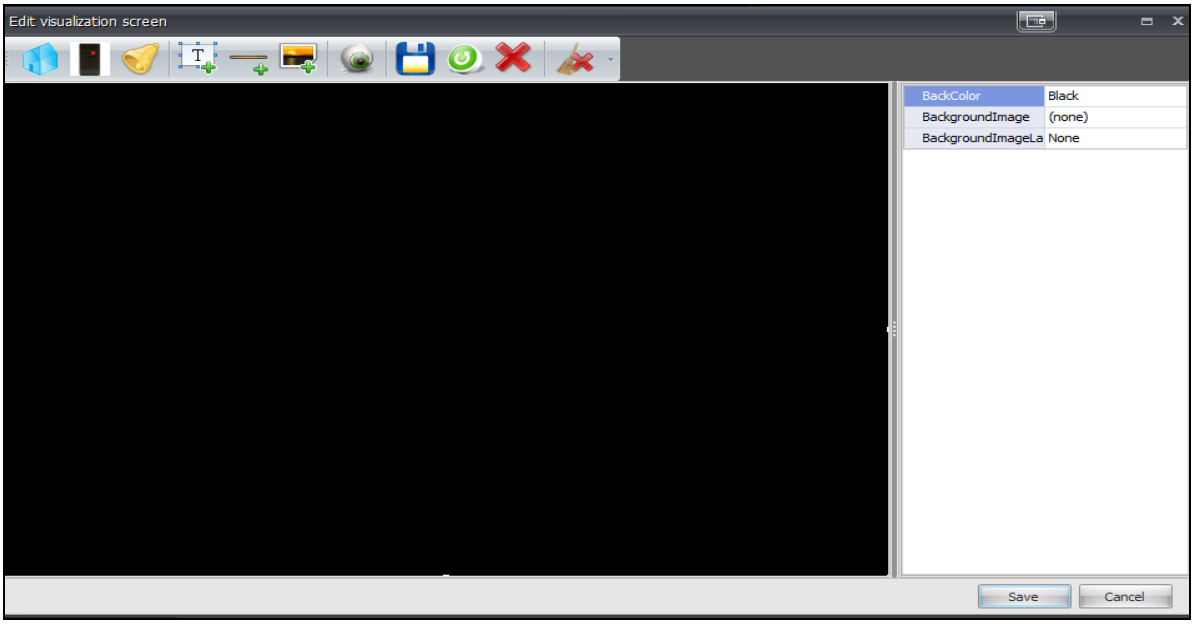
4.6 Surveillance

Surveillance control gives opportunity to the users to watch in real time the movement of the employees in the branches and per readers (doors).



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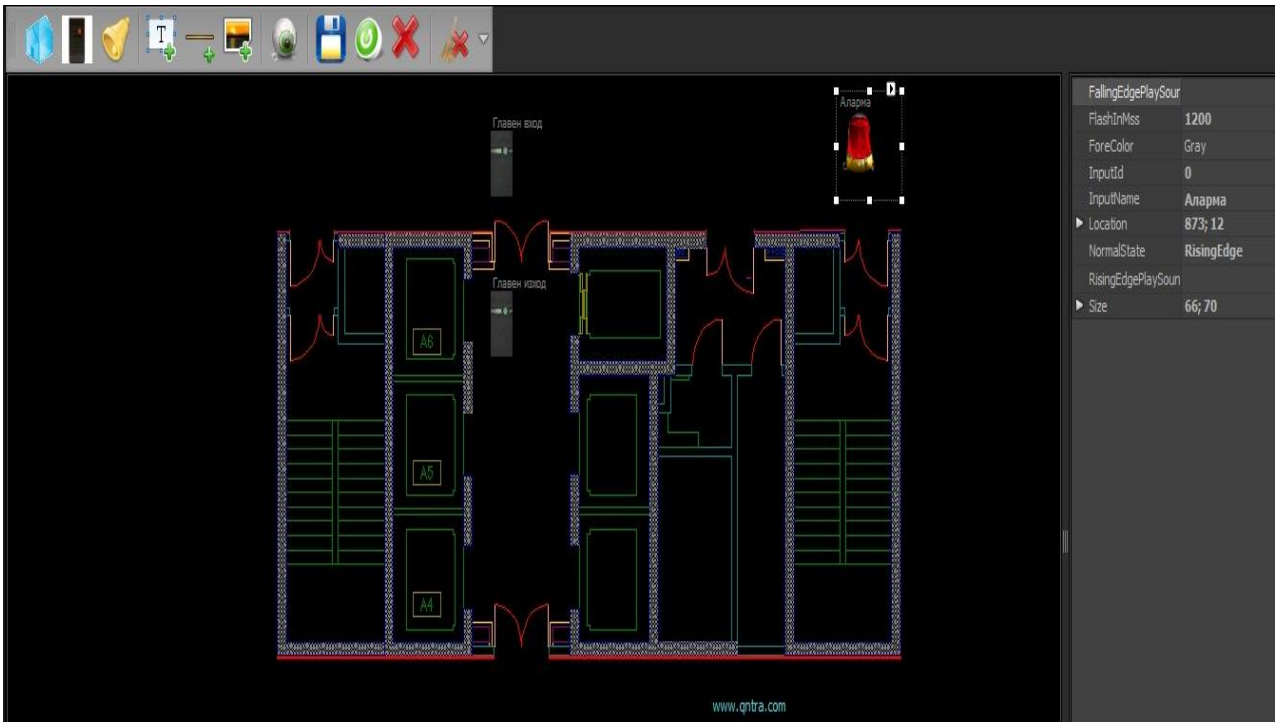
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

The control allows the user to create his/her own screen design in the way they prefers, because the comfort and well locked screen is very important for every user, that is why Qntra software gives this huge range of options. Click on Design button, than you would be in the screen editing regimee. From the tools menu (up, left on the screen), you could add:

- Zones – characteristiced the branch
- Access control reader
- Labels
- Lines

There is opportunity for image loading (from local disk) and you could save every created graphic.



Surveillance control is appropriate for concierge and guards, the aim here is movement monitoring and control in the company zones and employees movement monitoring and control, too..

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Phone number.: (02) 421 9707
E-mail: info@qntra.com
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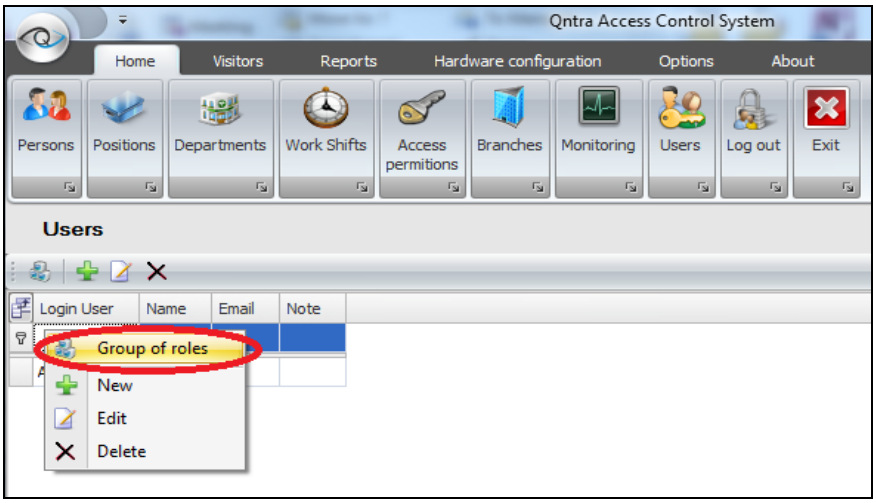
4.7 Users

The software gives an option, every user of the program to be added in the QSS database. To input a user, a Login name have to be written (required field), Full user name (required field). Next step in user adding is inputing a password for the new user, the password have to be confidential. An e mail address and note could be added, too. From the list could be selected branches for which the user would have permission to work with. If there is no one selected branch, the user could operate in all branches.

Every user could be edited, added, deleted or a group of roles to be added for the user.

4.7.1 Group of roles

On other hand , every Group of roles also could be edited, added, deleted or copied.



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Phone number.: (02) 421 9707
E-mail: info@qntra.com
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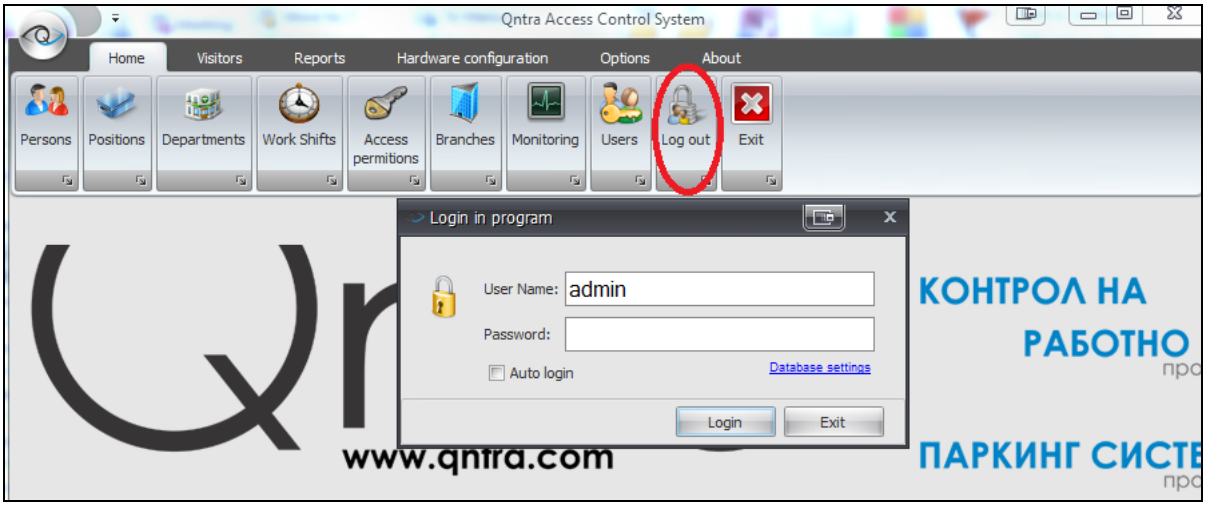
4.8 Log off

This QSS software option allows user changing. In the appeared analoge window, the new user have to fill his/her Log in information : Name and Password. After inputing this information, the user could work with the program with full rights.



4.9 Exit

This button allows direct exit from the QSS program, for the next Log in the user have to input Name and Password.

5. Visitors

The visitors are the second basic element in access control system. One of the most important things for every company is Visitors access control management, because it is fact that unauthorized access of a person who is not part of the company could harm seriousely in some cases. This is the reason why, a list is created with all needen information (about their identification and their access cards validation, if there are access control cards.)

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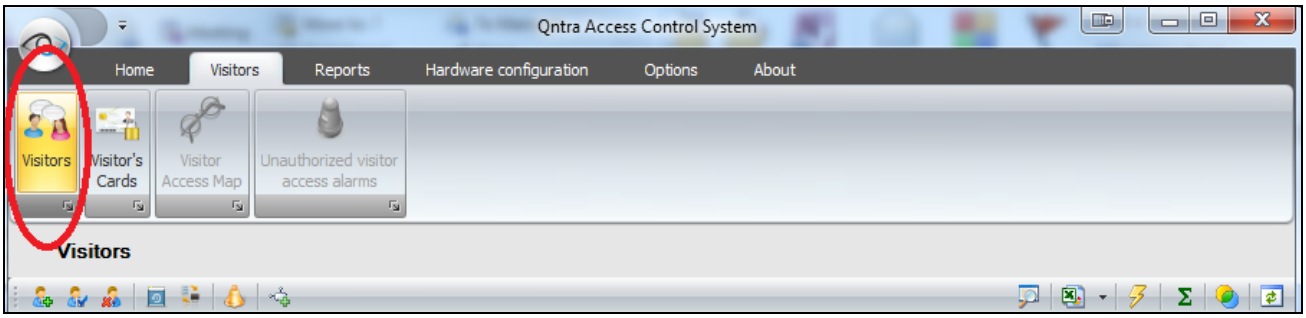

5.1 Visitor's list

Existence of detailed visitor list is very important for every company, the aim of our program product is full visitor access control and every unauthorized access elimination. Detailed visitor list gives opportunity for reviewing all information about every visitor and their access control levels in every moment.

5.1.1 Add new visitor

Add new visitor in the list is available with the option New from the control context menu. In the appeared window the user have to add all necessary information about the visitor. The only required field is Name (marked with "*"), you could add also:

- PIN (Personal Identification Number)
- Address
- Phone number
- Picture
- Additional information per person

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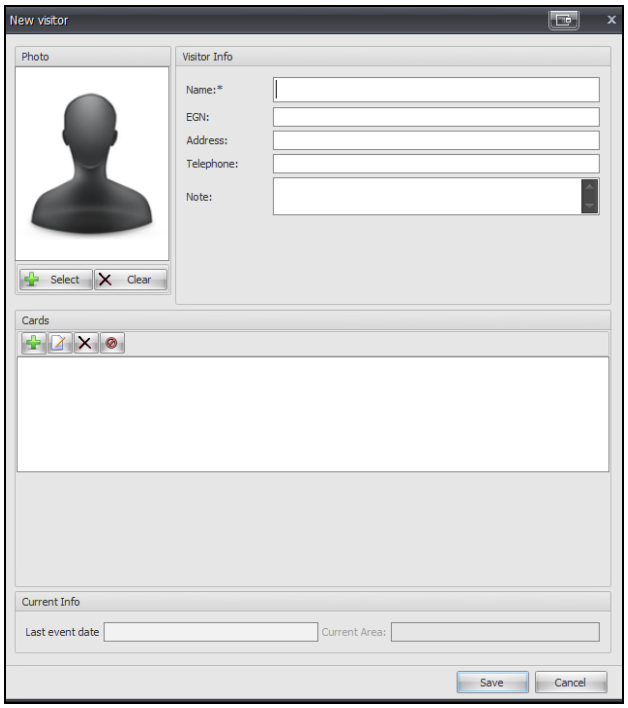

5.1.2 Edit visitor

When there is a change in visitor's profile, the user could make the change with the option Edit visitor from the context menu. In the appeared window, the user could correct every field which gives information about a visitor.

5.1.3 Delete visitor and show deleted visitors

When a visitor have to be deleted from the visitor access control list, because of expired access validation or other reason , this could be made by the option Delete from the context menu. When the company needs report for all visitors or a concret vistor, this person could be find even if he/she is deleted (all information is saved in the database). Here the user have to use the option Show deleted visitors from context menu.

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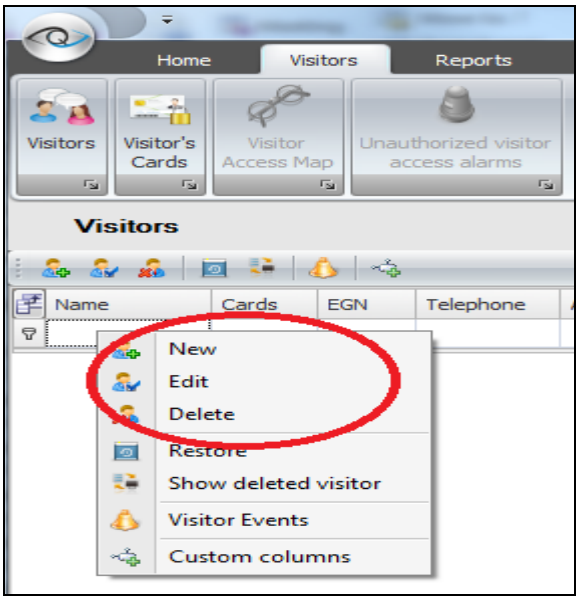
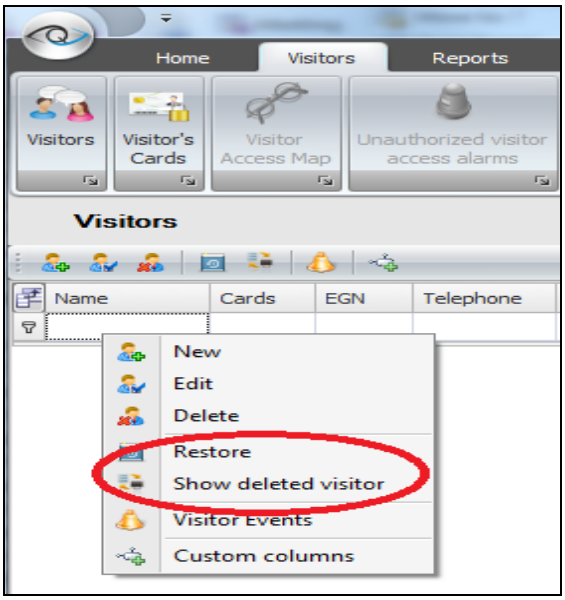
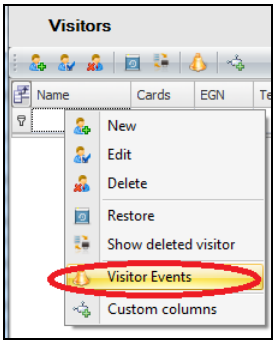




5.1.4 Visitor's events

This function of the access control system gives opportunity to the user to add information about the visitor, which information could be helpful in some moment.



5.1.5 Add additional fields/Custom columns

This access control system function gives freedom of the user to add fields, which are impotrtant for the company. The user could give Name, descrption of the field, mark it if the field would be required. This option (Add additional fields/Custom columns) is very usefull, beacause every company has its own specifications and it is better the user to have opportunity to change and add fields about persons which are more important or their access control should be monitored more strictly. Add additional fields/Custom columns option is available from the context menu. After imputing the parameters, click on Save button.

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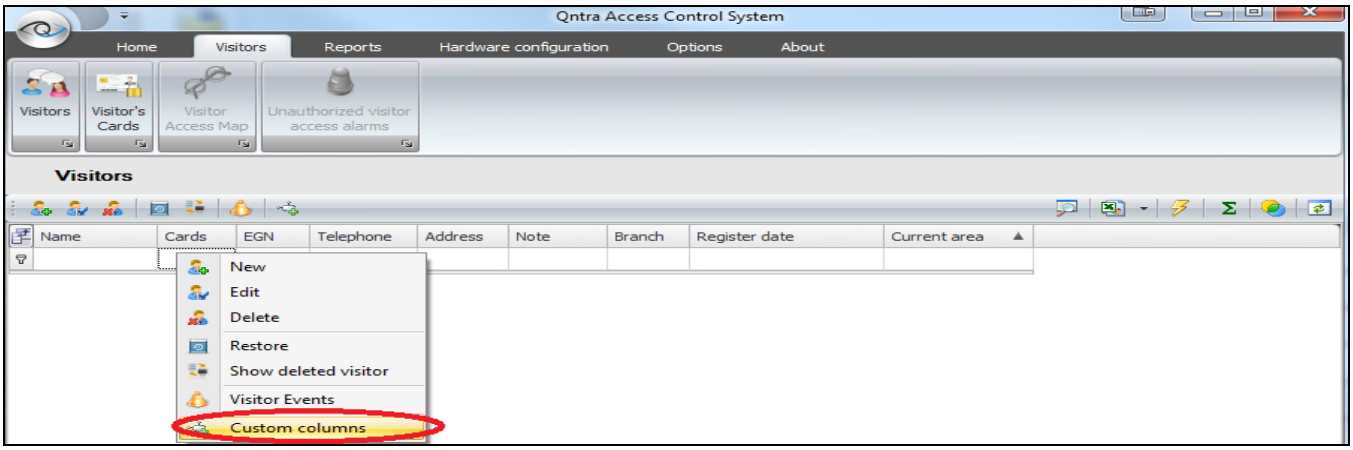
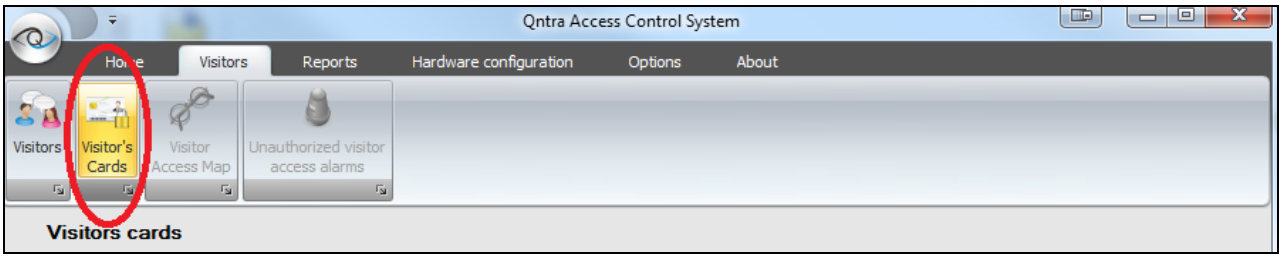
E-mail: info@qntra.com
Skype: qntra.com



5.2 Visitor's cards

In section – Visitor access control cards, the user has the opportunity to describe in details the information for issued card and give it access control levels permission. Here is all available information for every user : Name, Access control levels/permissions, Active or deactive is the card, about Antipassback option (if it is On or Off), start date card validation, end date card validation, current zone and possibility for additional notes.



5.2.1 Add new visitor card

New visitor adding is possible by choosing the option New from the context menu (this option is available by clicking right mouse button). In the appeared window, the user could add all existing information about the new visitor.

- Serial number (Required field)
- Number (Required field)
- Valid from
- Valid to

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47 Popova shapka str., fl. 2
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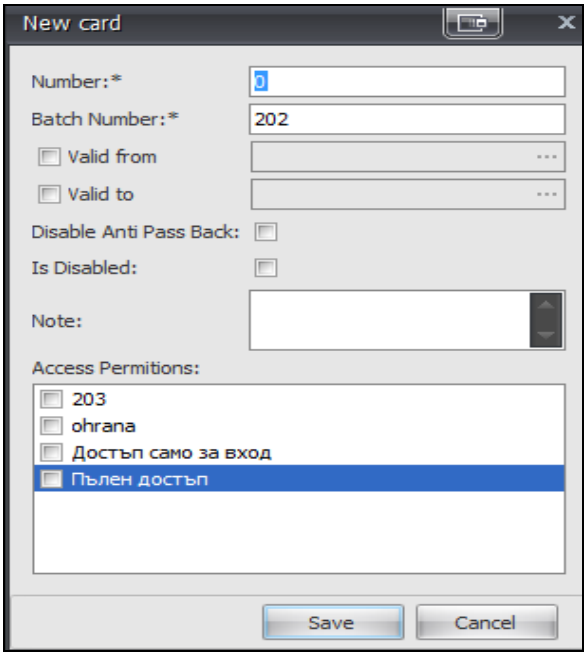
- Button for turn on/off Antipassback function
- Buton for deactivating the card
- Button for additional notes
- Set access control level



After filling all fields, select Save button.

5.2.2 Edit visitor's card

When the information about a visitor is changed, the software gives the opportunity for editing the first added data. The option Edit is available from the context menu. It is possible editing of every field which is filled or add new data for the visitor's card.

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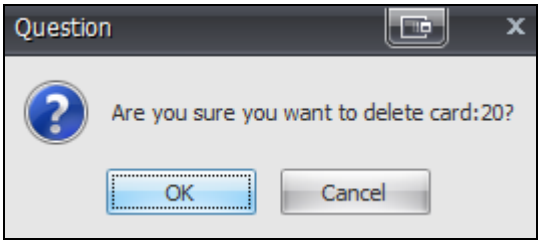
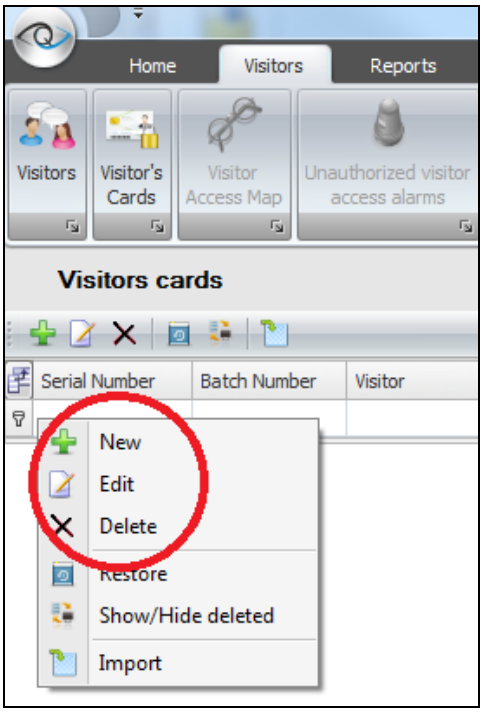
5.2.3 Delete visitor's card

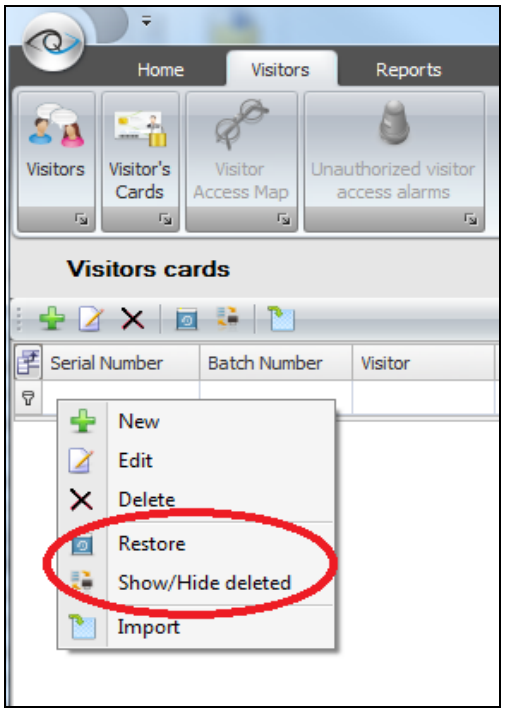
When a card is not in use anymore and the card have to be removed from the visitor's card list, the user have to select the option Delete from context menu. For maximum secure, that a wrong card could not be deleted, appears a winsdow whch asks for confirmation, that exactly this card have to be deleted.



5.2.4 Show deleted cards

Show deleted cards option is available from the context menu. This option is very helpful when a report about deleted visitors is necessary.





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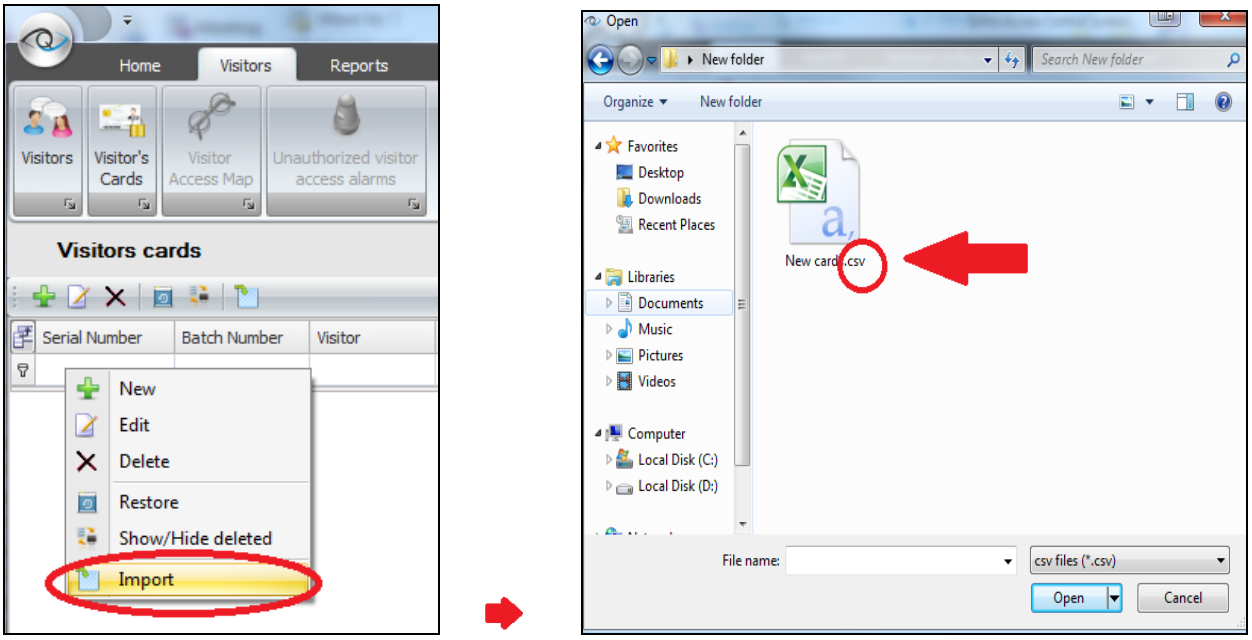
5.2.5 Import cards

Import cards in the system, could be possible by choosing a file from your computer. After clicking with the right mouse button on the work palce, context menu opens there you should select the option Import card. A dialogue window appears , it allows you to add a file with ***. csv** extension. In the file, there has to be information abaot the internal and external number of the cards, which you want to import. When the file is loaded, the cards appears in the system, but they are still deactive. The user should give them acess control level permisions. (Even when the card have all access control levels permission, the user have to add full access, for example!)



* Could view **7. Hardware configuration/7.4 Cards** for more information

6. Reports

The QSS software offers range of reports, which are very helpful in employee work time control. It is possible additional type reports to be developed from Qntra Technology Ltd. sofrware specialist. This is option that gives freedom every company to have exactly what it needs, not to be statisfied with the existing.

1505 Sofia
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
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QSS offers the following reports;

- Rest time report
- Work time day per day report
- Work time report per work shifts
- Not fixed work time report
- All flow events report
- Events per zones report
- Eventst per readers report

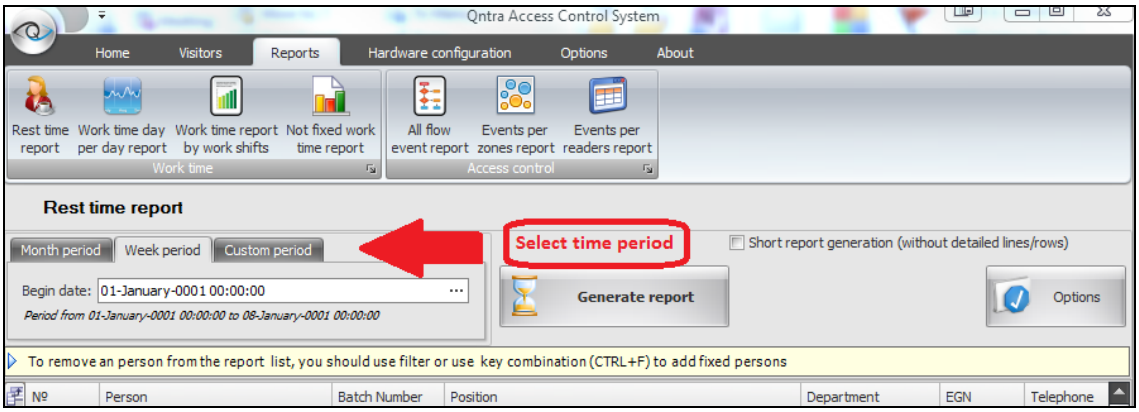
Report module is available from the QSS program menu panel.

The program gives opportunity for different types report generation:

- Mount work time report with begin date
- Week work time report with begin date
- Report with predefined begin and end date

Steps:

1. Select time period (mount, week, or custom time period)
2. Add begin date for mount and week period, begin and end date for the custom time period.
3. Select the button Generate report for visualization of the information in the choosen format.



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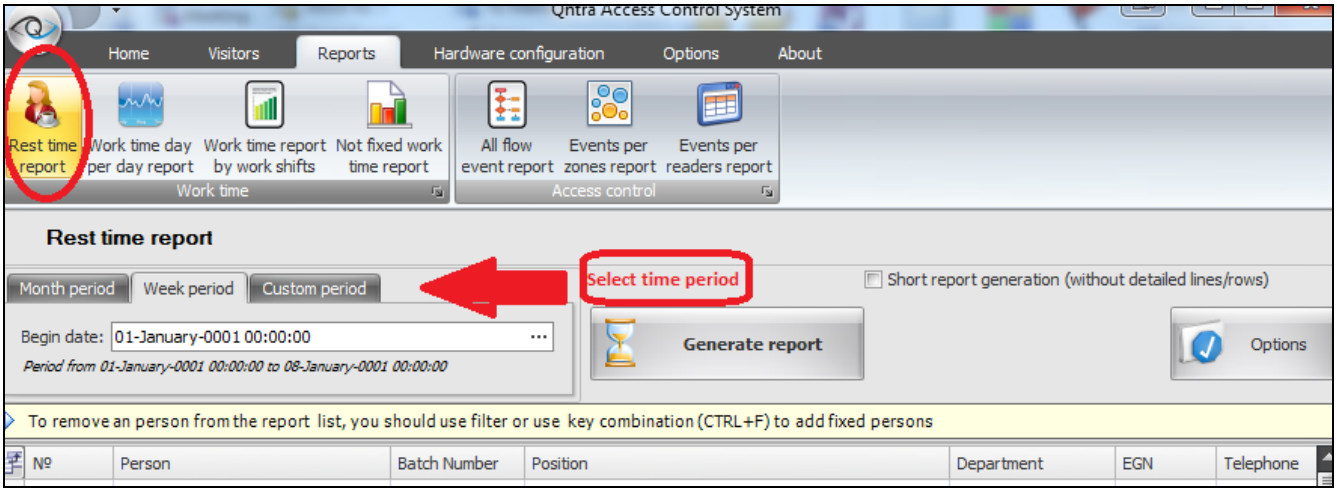
Generated report could be export in electronic format (Excel, HTML, PDF) or to be printed on paper.

6.1 Rest time report

The report generates information about the time, when the employees were out of work – their rest time period. The user could choose time period and employee for who would want a report. With this report an accurate picture would be yielded: which employee how many times and how long is rested.



6.2 Work time day per day report

This report is necessary, when the user want detailed information about the worked time day per day. A report for each employee or group of employees could be generated. The user have to choose time period for the report.

The report calculate total time for selected time period and also day by day .This detailed report could be reviwed when the user click on the "+" button in fromt of the personal number of the selected employee.

Generated report could be export in electronic format (Excel) or to be printed on paper.

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47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
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6.3 Work time per work shifts report

Depending on selected time interval and work shifts of the employee, the report generate information about:

- Total work time of the employee
- Total ratio per hour
- Worked day
- Overtime hours
- Violations

To configure report with your requirements click on Seting button. (located up – right on the screen) and select the parameters:

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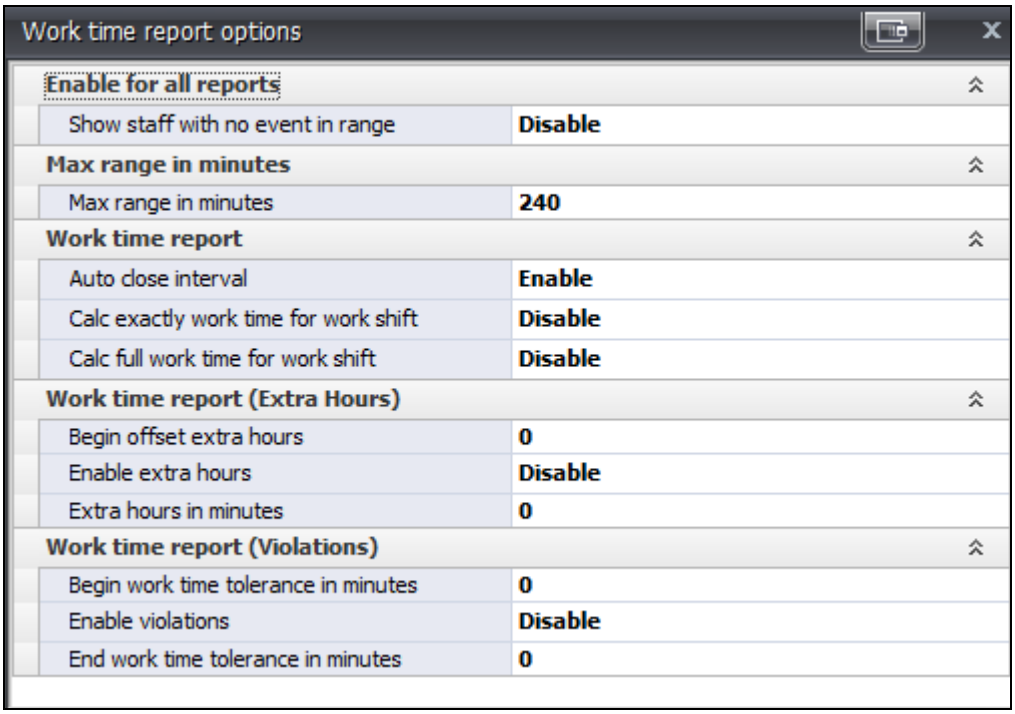

Options description:

Show persons, who do not have events in range – if Off option is selected, in the reports there would not be generated information for persons without events for the selected time interval.

Maximum range in minutes per work shift (from the begin or the end of the work shift) - When the entrance or exit is made out of this range , the work shift would not be taken into account and would not be in the report list.

Auto Close interval (From menu: Work time report, it opens by clicking the button in the right line corner) – if the option On is selected, entrance or exit event is added automatically. This would happen when a person forget to check themselves on entrance/exit reader

Calculate not more than the work shift (From menu: Work time report, it opens by clicking the button in the right line corner) – if the option Off is selected, the report would generate informationa about overtime hours of the employee.

Calculate full work time per work shift (From menu: Work time report, it opens by clicking the button in the right line corner) – if the option On is selected, the report generate full work time per work shift – from the first entrance in the object to last exit. The report do not show short leavings of the work position (like launch break for example)

Begin offset in minutes (From menu: Work time report, it opens by clicking the button in the right line corner) – the user have to input the time period which would no be calculated like overtime before the

1505 Sofia
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
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work shift. *Example:* Begin of the work day 08:00, begin offset in minutes 30min. the employee comes on work at 07:40 therefore this would not be calculated like overtime, but if the employee comes on work at 07:20, the report would calculate 40 min. overtime.

End offset in minutes (From menu: Work time report, it opens by clicking the button in the right line corner) – the user input the time period which would not be calculated like overtime after the work shift. *Example:* End of work day 18:00, end offset 30min. , the employee leaves work at 18:20 therefore this would not be calculated like overtime, but if the employee leaves work at 18:40 the report would calculate 40 min. overtime.

Overtime hours calculation (From menu: Work time report,it opens by clicking the button in the right line corner) – If the option On is selected , the report would generate information about overtime hours by the employee.

Begin and end tolerance in minutes (From menu: Work time report, it opens by clicking the button in the right line corner) – the user input the time period which would not be calculated like delay or earlier leaving from an employee. *Example:* if the employee comes at work or leaves work 5 min. earlier/later , but the tolerance is 10 min. than this would not be calculated like violation.

Calculate violations (From menu: Work time report, it opens by clicking the button in the right line corner) – if the option On is selected, the report generate information about the violations of the employees – period of delay and period of earlier leaving rom work.

6.4 Not fixed work time report

The report generates information about not fixed work time. The time interval from the first entrance to last exit per the choosen period is calculated.

Generated report could be export in electronic format (Excel) or to be printed on paper.

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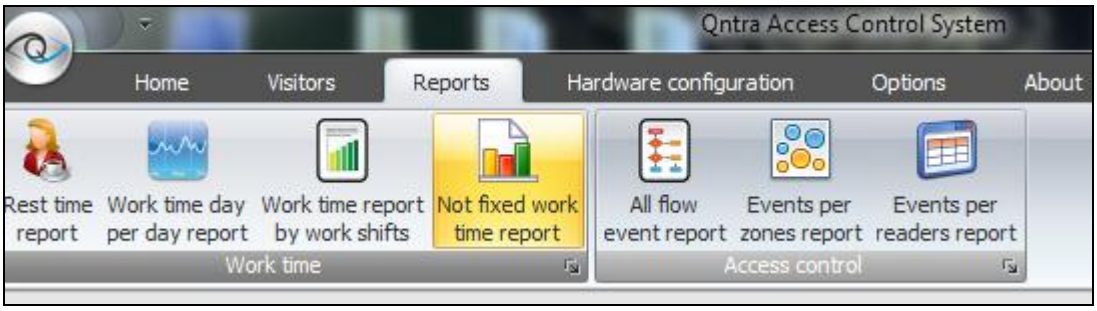

6.5 All flow events report

When the user input the time period and select the button Generate report , the report would be generated with all events one by one per the employee. In the report, there are: Date and time of every event, event type, card number, internal card number,what type is the event: entrance or exit, on which reader is the event. The report could be generated in table format or printed on paper sheet.

6.6 Entrance/Exit per zones report

This report gives to the user an opportunity to check the employee's movement in the access control system zones. The user could select entrance zones from the dropping menu: Select entrance zones . In tablular form would be generated the information for the selected time period.

Would be visualized:

- Number of days with generated events for the selected period

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47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
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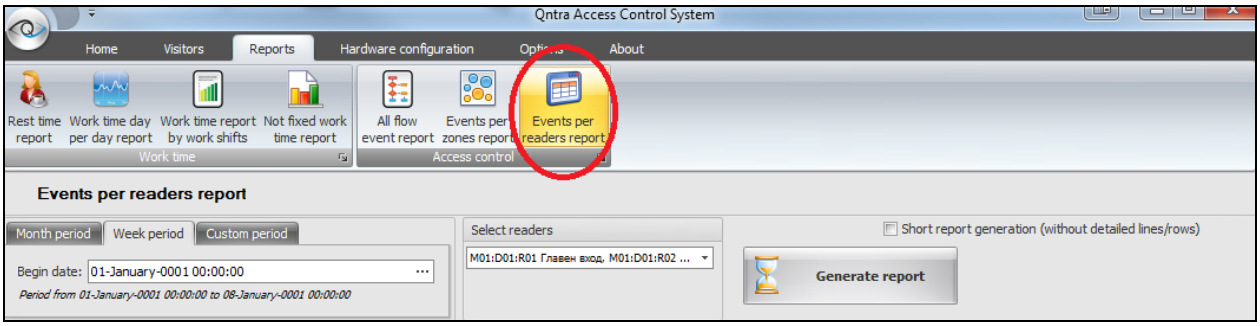
- Number of the events for the selected period
- Day of the week, date and time of every event
- Persons movement from zone to zone

Entrance/ Exit report per zones is available when from the menu panel the user chooses:
Reports→Entrance/Exit per zones report

Example: A report would be generated about the exits (and moving to outside area) of the employees for one mount period with begin date 03 may 2012 00:00:00**.** Generated information would be open in new window. If the user wants to view the events day per day, should click on the (+) button situated in left from the employee's name. The generated report could be ready for printing, when Before print button is used. (down right of the screen) or the user could record the report in Excel, PDF, text document and more.

6.7 Entrance/Exit report per readers

This report gives information about the concret day, date and hour of every reader (door) passing.



Entranece/ Exit report per readers is available when the user select :

Reports → Entrance/Exit per readers report

Example: Employee passing through a reader (door) report would be generated for **Main exit** of the employees for a mount with begin date 03. 05. 2012 00:00:00 . Genereted information appears in new window. If you would like to view the events day per day click on (+) button in left from the employee's

1505 Sofia
47 Popova shapka str., fl. 2
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name. The generated report would be ready for printing when the user click on Before print button (down, right on the screen) or the user could record the report in Excel, PDF, text document and more.

7. Hardware configuration

7. 1 Hardware devices configuration

This saction is about the hardware of the access and work time control system. The basic information is about the devices which are in use (controllers and readers) by name and type, we could view if they are in connection or if the devices are disconnected. More precisious information about every device is also available : The name of the device, number in the system, IP address, an extra note could be added if more detailed information about the device is necessary. Thrrough hardware configuration could be checked if the controller is connected or disconnected with the service and database. Clicking on the "+" button the user check the connectivity of the device with other devices in the hardware configuration: Main controller/ Door controller/ Readers. Here the user could have detailed view, control and amagement of all configuration's components.. QSS Software is extremely flexible and multifunctional , the program offers various options, which could managed and chnge any ongoing process according to the wishes and needs of any user. The software was created with the purpose to give the user freedom to navigate, manage and monitor all ongoigng processes, with a very wide range of options and opportunities for strict access and work time control, while giving detailed information on all hardware devices and their status in every moment

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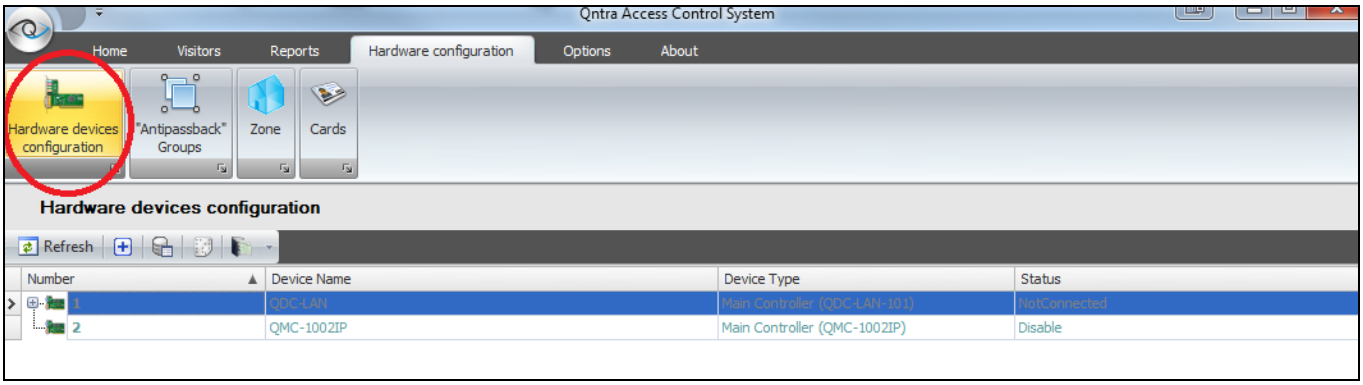
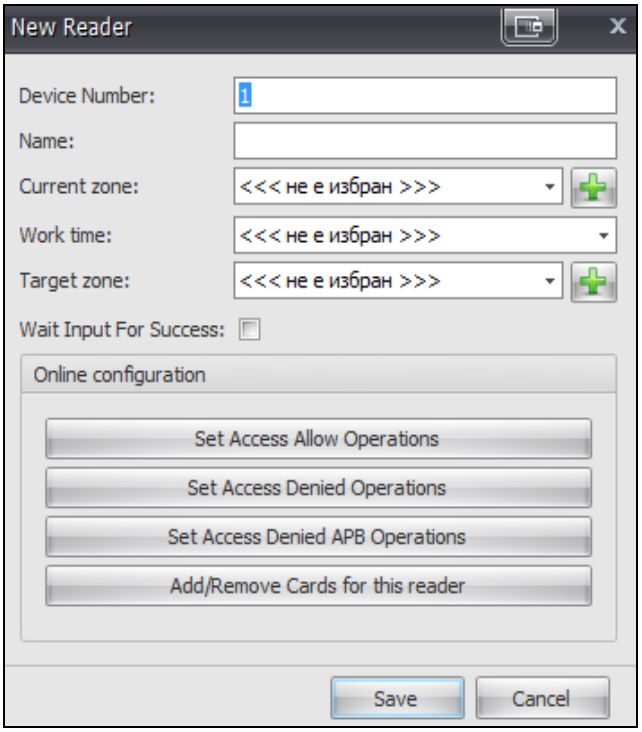
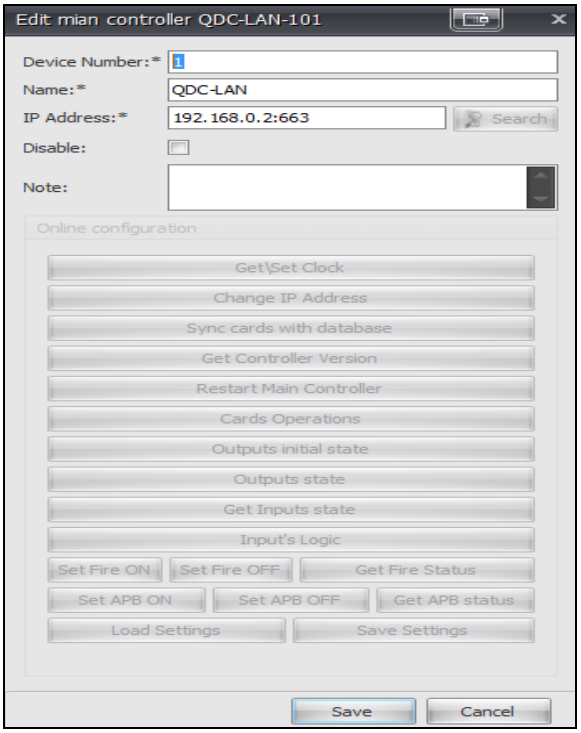


7.1.2 Add / Edit device

With double clicking on the selected device in the hardware configuration, the user receives information about the device, this information could be edit if the user has something to add or change. The contex menu gives options for Add/Edit main controller, Add/Edit door controller, Add/Edit reader and also Delete of the selected device. When the user has to deactivate a controller, but not to delete it completely, the user could use the function Deactivation from Edit Main controller/ Door controller/ Reader menu.





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47 Popova shapka str., fl. 2
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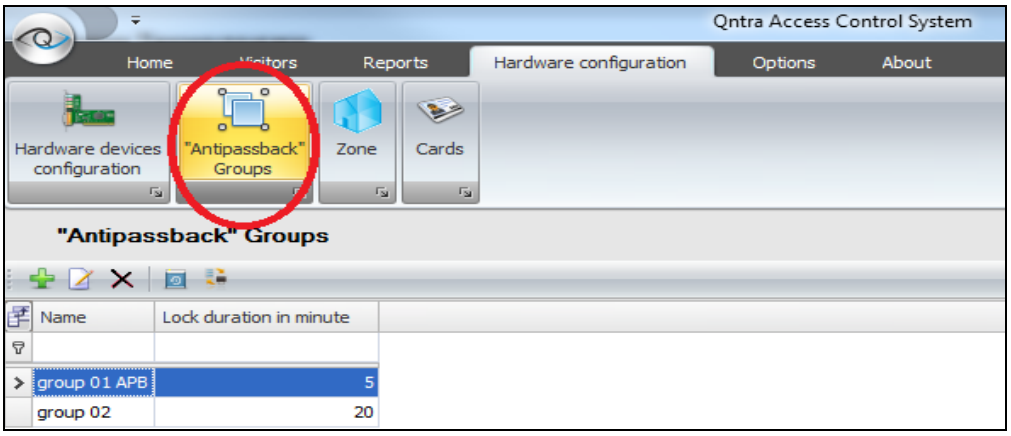
7.1.3 Add/ Register new card for a reader

QntraACServer offers the opportunity for adding a new card for every existing reader, this option is available from the Add cards from reader menu. This software flexibility allows the cards to be registred in the system for every reader. The user could choose by which reader/s to be read the card, choose what type to be the card (Employee, Visitor and etc.)

7. 2 "Antipassback" groups

„Antipassback“ groups allows restricting the second access to some part of the company . It is possible different types of groups to be created, the “Antipassback” groups on their turn could be locked for varying length of time. This function is convenient for employee access control and prevent repeatedly leaving the work position. The software gives the options Add a new group, Edit still existing group, Delete a group, and for maximum comfort: Restore of deleted group and Show deleted groups.



7.2.1 Add new “Antipassback” group

This option is available from the context menu. In the appeared window the user has to input Name of the Antipassback group (required field), the user has to select if holdback- Atipassback function is On or Off, with right maouse button clicking to add or remove readers (from the two windows) for groups of readers.

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47 Popova shapka str., fl. 2
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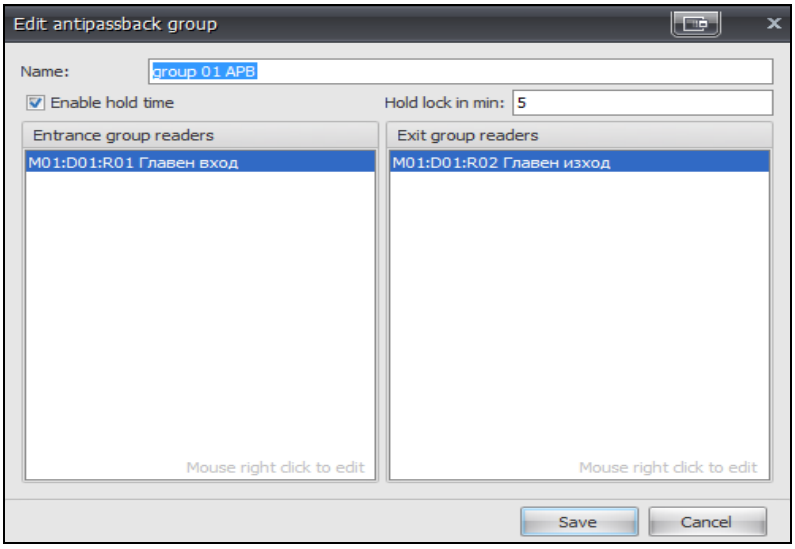
7.2.2 Edit "Antipassback" group

Here the user could edit the originally entered information. Edit the name of the "Antipassback" group, change the activation of the function from On to Off and vice versa, edit the entrance/exit reader groups – add or remove still existing reader.



7.2.3 Delete "Antipassback" group

This option is available from the context menu. Select Delete button, than would appear window which would ask about confirmation that you want to delete exactly this "Antipassback" group. This action prevent an inadvertently deleting.

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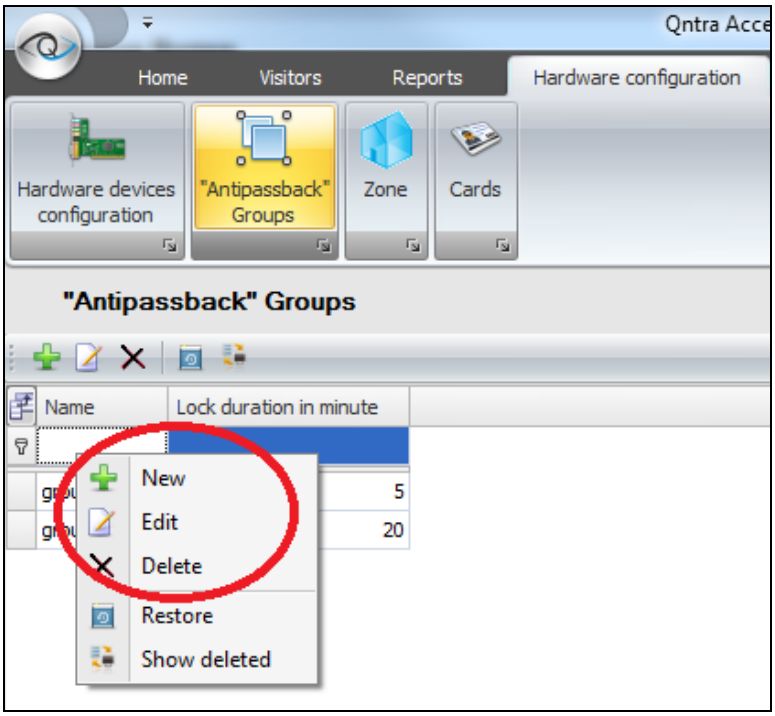
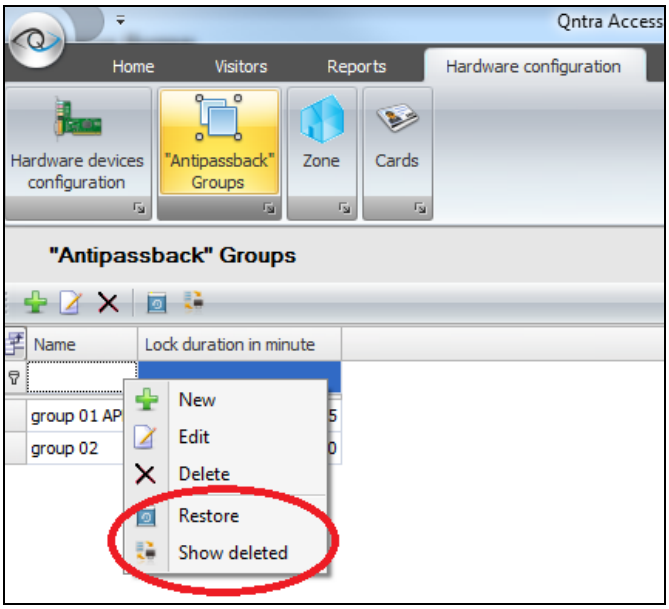


7.2.4 Restore and Show deleted "Antipassback" groups

When the user wish to restore or only review still deleted groups, this could be made with the option Show deleted "Antipassback" groups from the access control context menu and then select the option Restore from the context menu.



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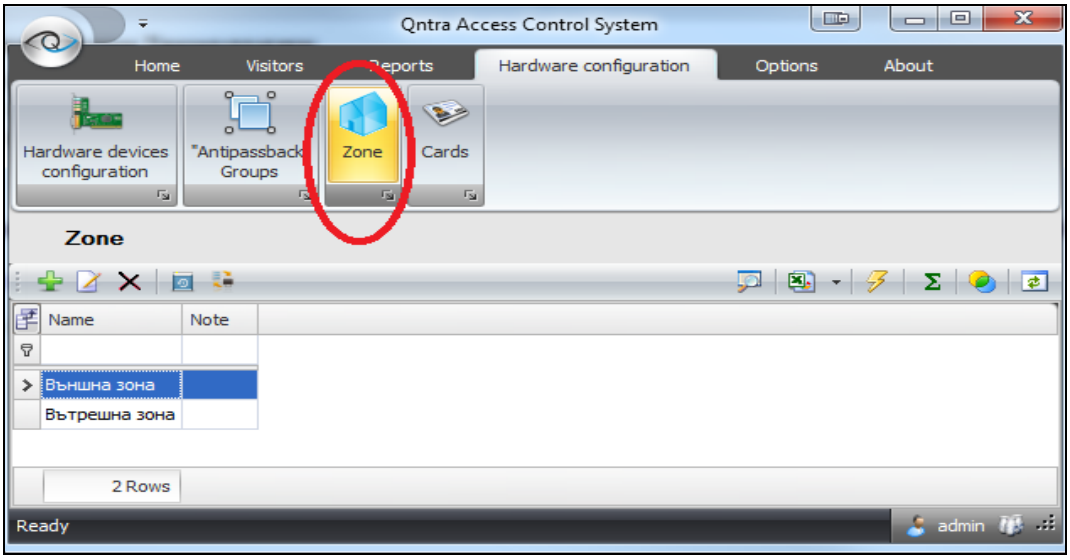
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

7. 3 Zones

Every object (company) could be separated on the necessary zones. The user could give different access control permissions to every zone. In this way the user could select which employee to which zones could be admitted.

Zones access control is available from the menu panel: Hardware configuration→Zones



7.3.1 Add new zone

Select the option New (from the context menu) to add a new zone to the list. A window would appear, there the user has to write the name of the new zone (required field), if additional information is necessary, an additional field could be used : Note. This field allows unlimited text(description/notes) imputing about the created new zone. Select the Save button after inputing the name and the additional notes, this action would add the new zone into the list.

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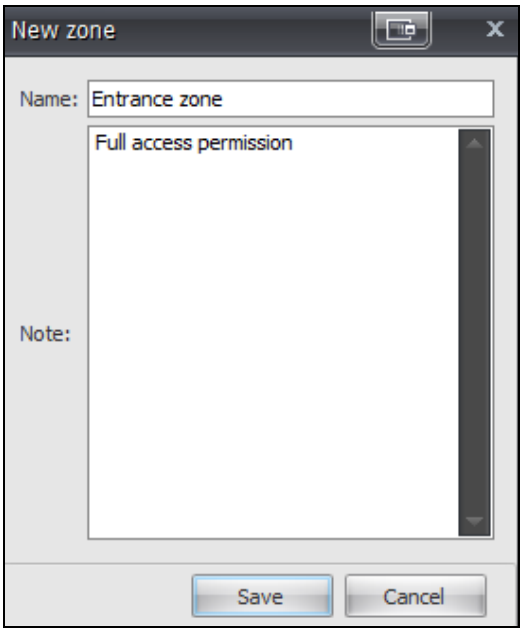
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com



7.3.2 Edit zone

When changing, editing or deleting information about still existing zone is necessary, the user could use the option Edit from the context menu.

In the appeared window the user could make changes by any of the two described fields – Note and Name which gives information about the zone.

7.3.3 Delete zone

Every existing zone could be deleted when the zone is not in use any more.Delete option are available from the control context menu. For maximum secure that, the user do not delete a wrong zone, the system would ask about confirmation.

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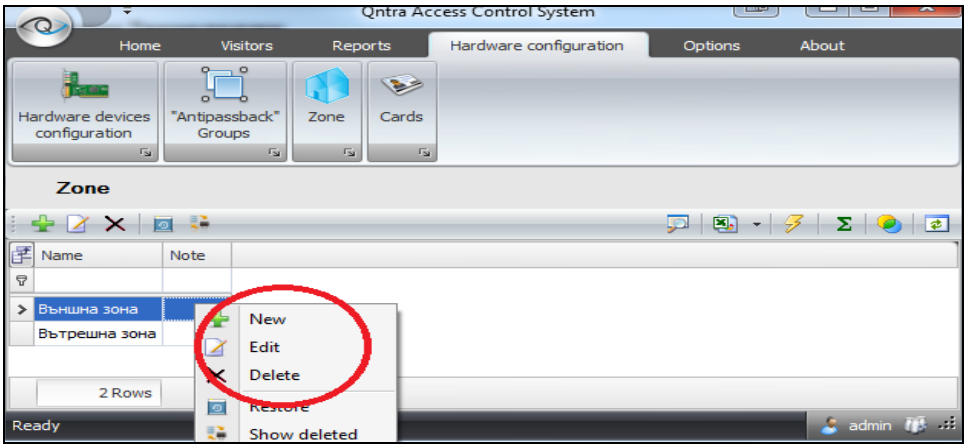
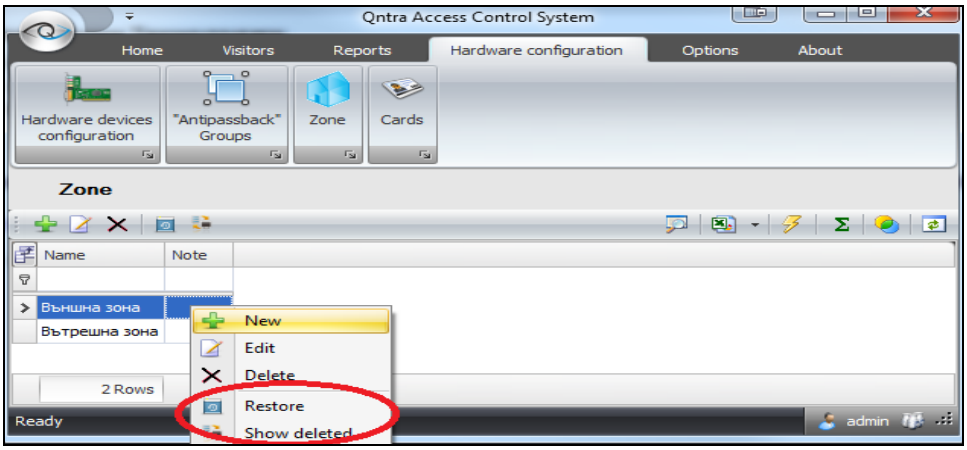


7.3.4 Restore and show deleted zones

When a report about deleted zones is neccessary , the user could select the option Show deleted zones from the control context menu, when we want to restore some of the deleted zones, we only have to select the option Restore from the same menu.



7. 4. Cards

In fact the cards possess the physical information about person's access control. Everyone could be owner of one or more cards.

Card control is available from the menu panel Hardware configuration →Cards

1505 Sofia
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
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7.4.1 Add cards

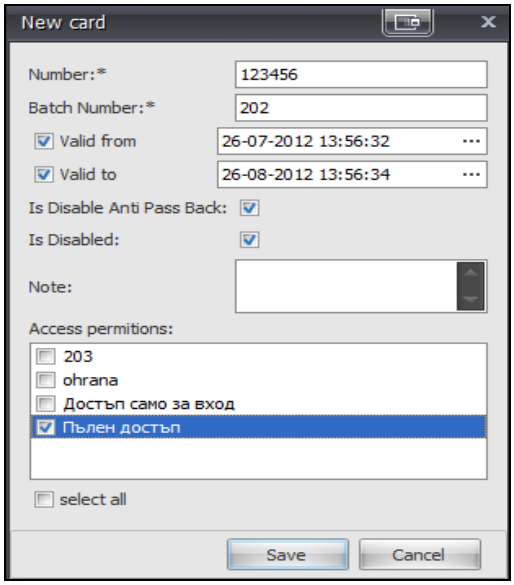
Add a new card to the access control system is possible from a card activator reader.

From the context menu Control cards select the option New . A window appears, there you could input the access control parameters for the card.

-Mark the card on the reader . The internel card's number would appears , this is its Serial number.

-In the field Number, the user could input the external card's number

The Serial number and external number (printed on the card) have to be unique, in other case the system would not allow the record to be made.



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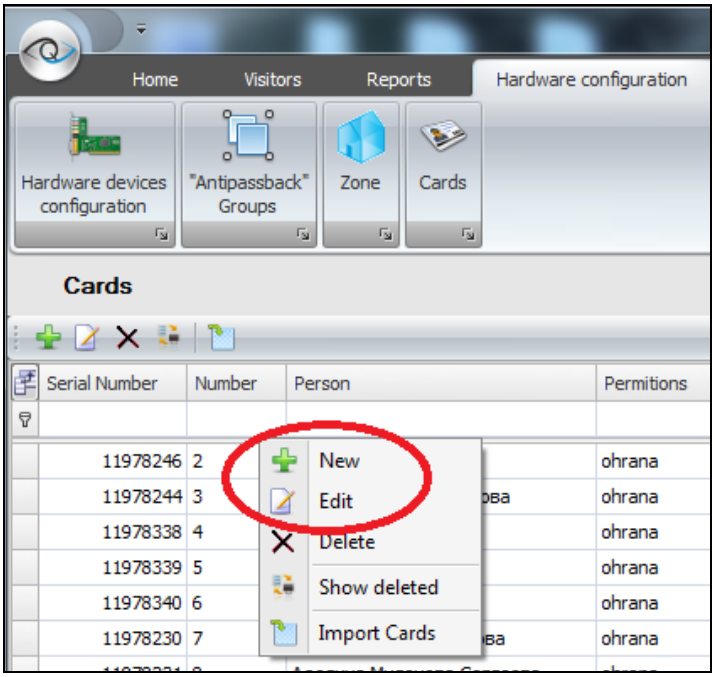
All other fields are not required, their function is giving more detailed information about the card..

- Serial number (required field – this is the internal card number)
- Number – printed on the card (required field)
- Validation period
- "Antipassback" function – On/Off
- Inactive card (invalid)
- Note
- Access control level (the user has to select access control level for every card)

7.4.2 Edit card

Select the option Edit from the control context menu.

Every card in the system could be edited, the user could change its validity period, to turn On/Off the "AntiPassBack" function, activate or inactivate the card, add or remove access level consequently to change the access control level permissions for every person in the company.



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7.4.3 Delete card, show deleted cards, restore cards

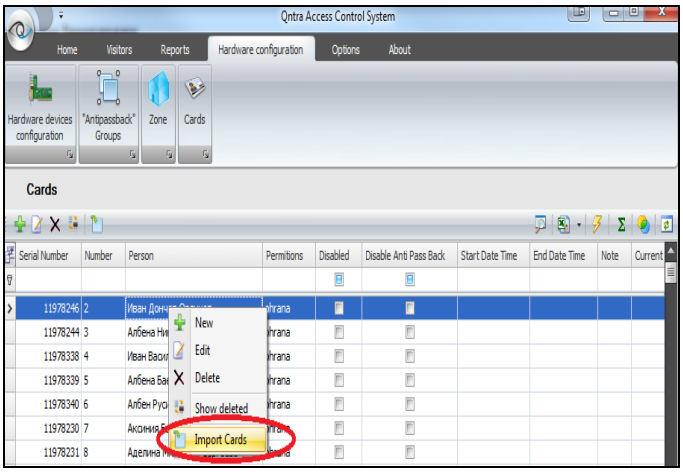
Every card in the system could be deleted, by selecting the option Delete from the context menu. When a card is deleted, than the card is deactivated and the access with this card is forbidden

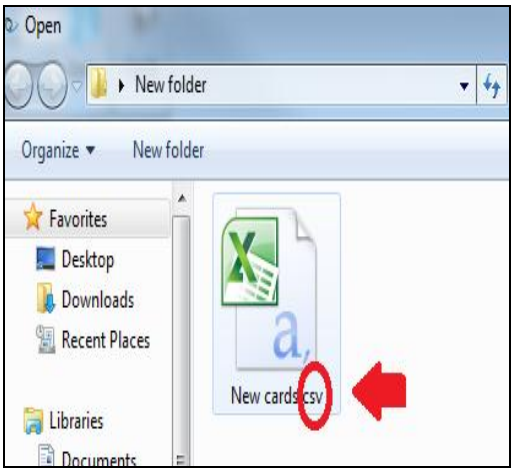
When a card is deleted, it still exist in the database of the system and it could be restored for use. The user has ro select the option Show deleted cards , than Restore and the card is back in the active list.

7.4.4 Import card

Add card in the system is possible with the option Import card

After right mouse click on the work screen or from the context menu, the user has to select the option Import card. A dialogue window appears, there the user has to select a file with *.csv extension. This *.csv file possess the information about the internal card number (Serial number) and external number (which is printed on the card). When the file is imported in the system, all cards existing in it are imported, **but the cards are stil inactive, the user has to select access level per every card** (even when the level is: full access, it has to be added). After their inputing in the system, their validation could be corrected with the function **7.4.2 Edit card.**





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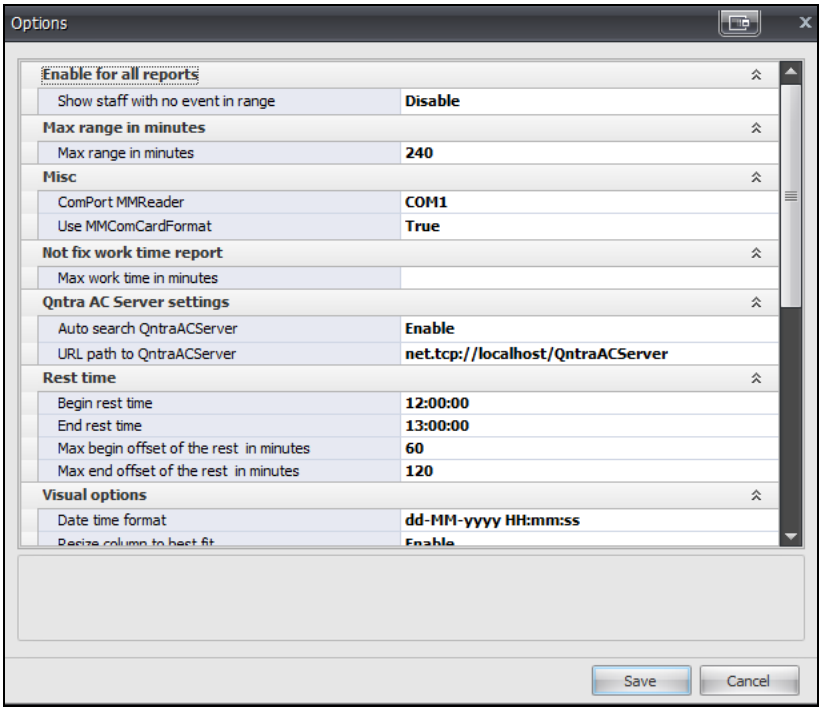
8. Options

Select Options from the mnu panel. There appears controls, which gives opportunities for global changes into report configurations, tables view and also modifying of the whole screen, if the user would like it

8.1 Options

Here, the user could configure all report parameters (described in **6.Reports**), there are some additional options, the changes made in this section affect the overall look of all tables.



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E-mail: info@qntra.com
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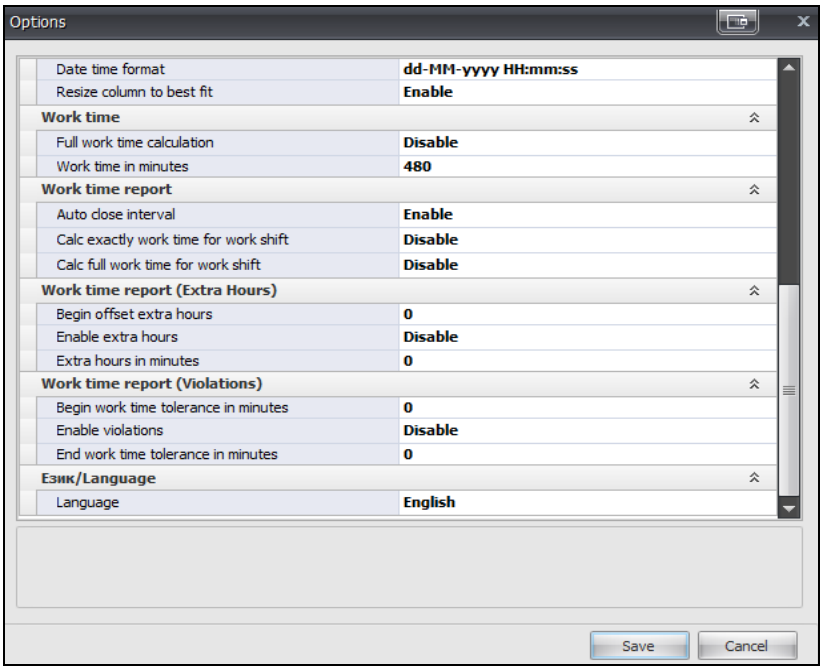

Selections which could be regulated are:

Enable for all reports: Enable/Disable

Maximum range in minutes per work shift

Misc

Not fixed work time report

„QntraACServer“ setting

-URL path to QntraACServer – input here the path to QntraACServer, i.e. to Windows service, which made the commection between hardware and software of the access control

-Select, would be the QntraACServer searching auto

Visual options:
-Auto column size - if the option On is selected, all table columns would be sized automatically according to the text length in the cells.
-Date and time format – select preferred date and time format

Rest time:
Enter begin and end of the break, maximum beggin\end offset in minutes (for the break)

Work time:

1505 Sofia
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-Full work time calculation :Enable/Disable

-Work time in minutes

Work time report:

-Auto close interval: Enable/Disable

-Calculating exactly work time per work shift: Enable/Disable

-Calculating full work time per work shift: Enable/Disable

Work time report (Extra hours):

-Begin\end offset in minutes

-Calculating overtime hours: Enable/Disable

-Exta hours in minutes

Work time report(Violations):

-Begin\end tolerance in minutes

-Calculate violations On\Off

Language

8.2 Additional fields/columns per employee

When we need more additional information per person , the user could use the option which provides name and style change of the columns\fields in **Employee** selection

In the column Name of the field, the user could write the name of the field which is necessary , the next column provides space for Description of the new field, then the user could choose if the new field to be Active or Require .

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E-mail: info@qntra.com
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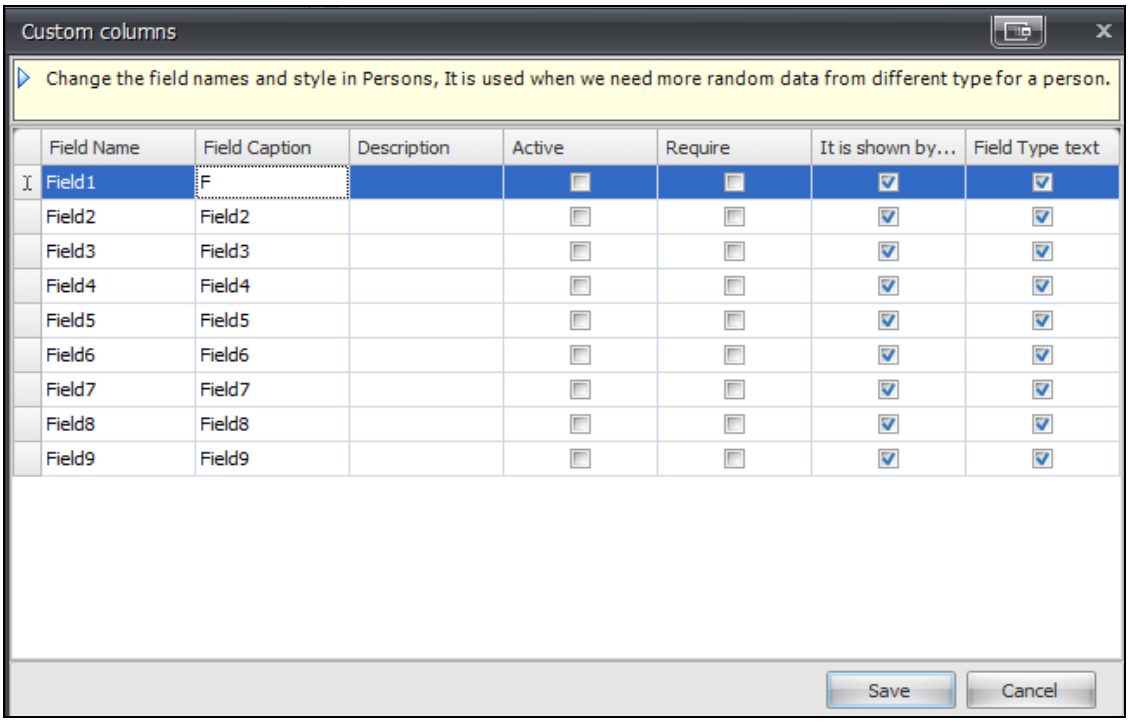
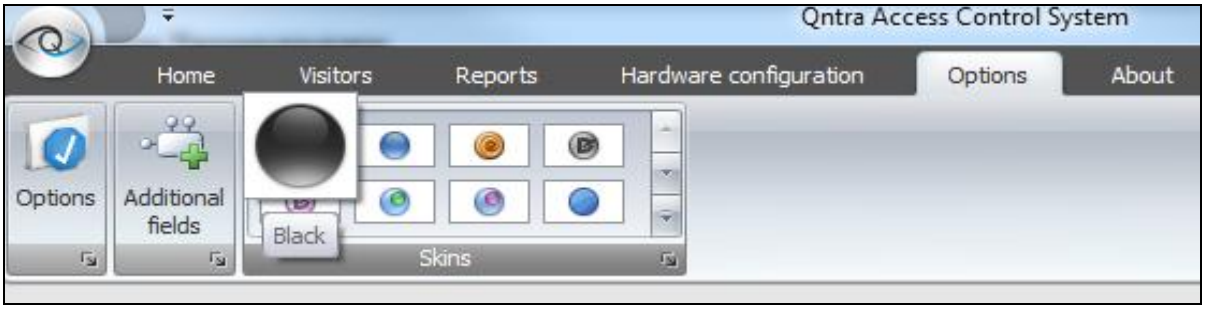


8.3 Skins

Under Skins, you have to accept the main outlook of the software. The program offers a huge range of outloocks, satisfying every taste and mood. The software offers different colours, colour combinations and designs, they could be changed when the user would like. This possibility gives fresh and innovative look of the program and the work would be more pleasure for the user.



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E-mail: info@qntra.com
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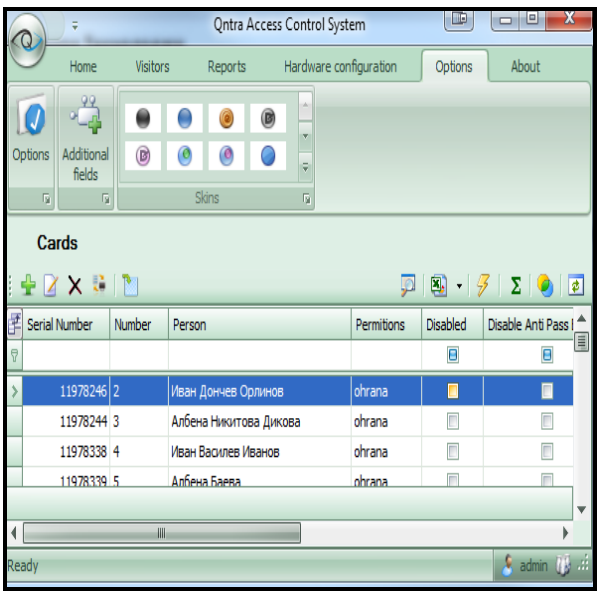

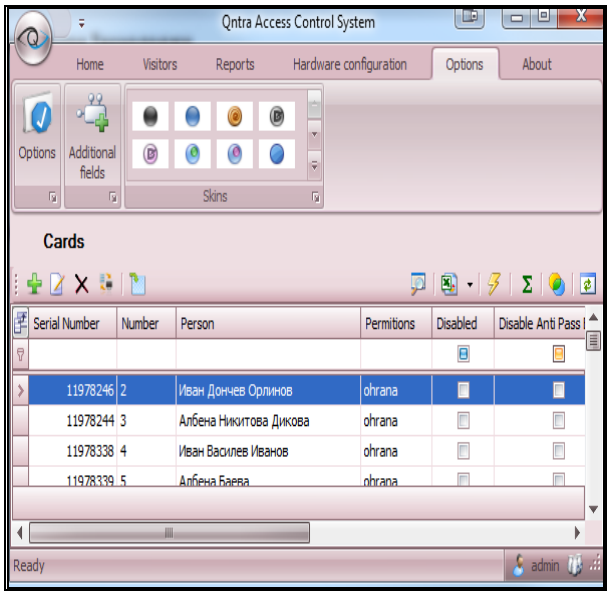

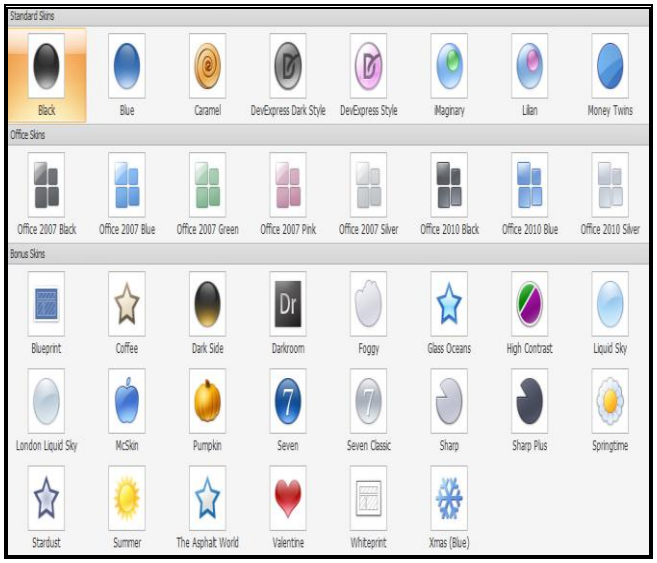

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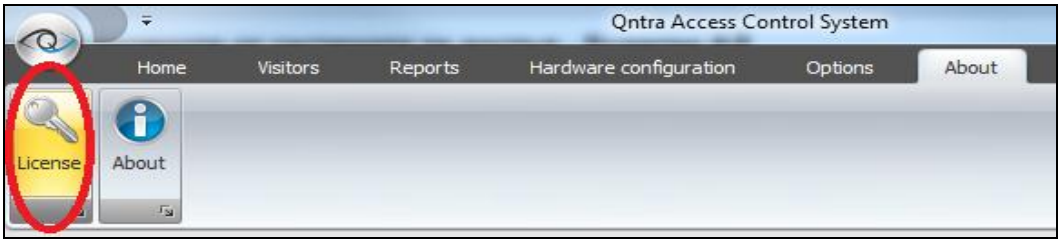
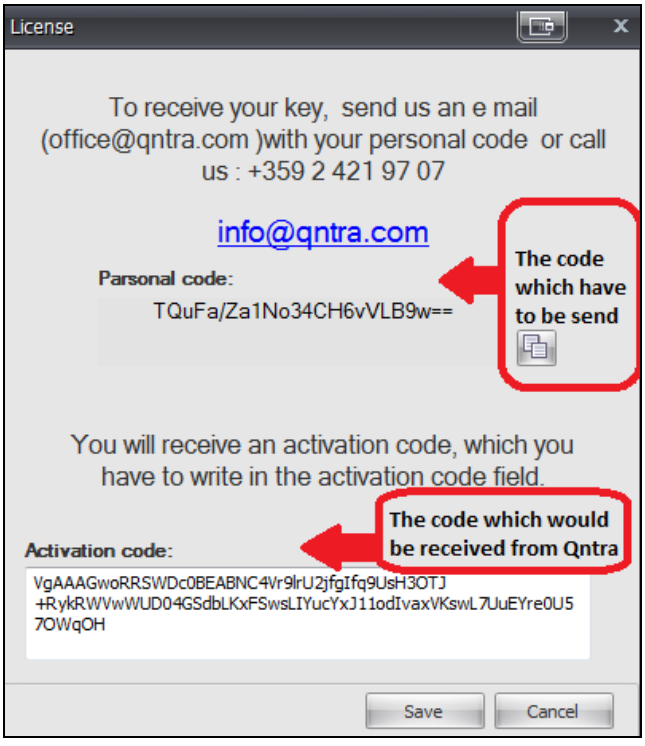
9. About

9.1 License



An activation key have to be received, only in this way the program would be activated. To receive your activation code, write an e - mail (office@qntra.com) with your personal code or call us (+359 2 421 97 07) . Instead the personal number, you would recerive an activation code. This code the user has to enter in the fields,, which are provided for this action.


License
To receive your key, send us an e mail (office@qntra.com)with your personal code or call us : +359 2 421 97 07
info@qntra.com
Parsonal code:
TQuFa/Za1No34CH6vVLB9w==
The code which have to be send
You will receive an activation code, which you have to write in the activation code field.
Activation code:
The code which would be received from Qntra
VgAAAGwoRRSWDc0BEABNC4Vr9lrU2jfgIfq9UsH3OTJ
+RykRWVwWUD04GSdbLKxFSwsLIYucYxJ11odIvaxVKswL7UuEYre0U5
7OWqOH
Save
Cancel

After selecting Save button, your program would receive license and would be activated.

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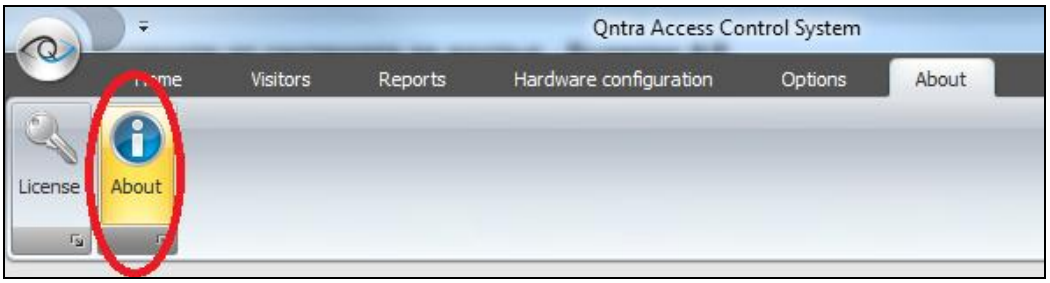
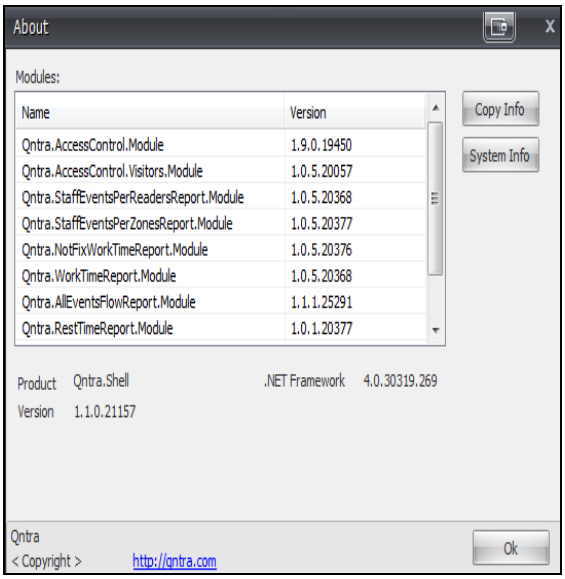
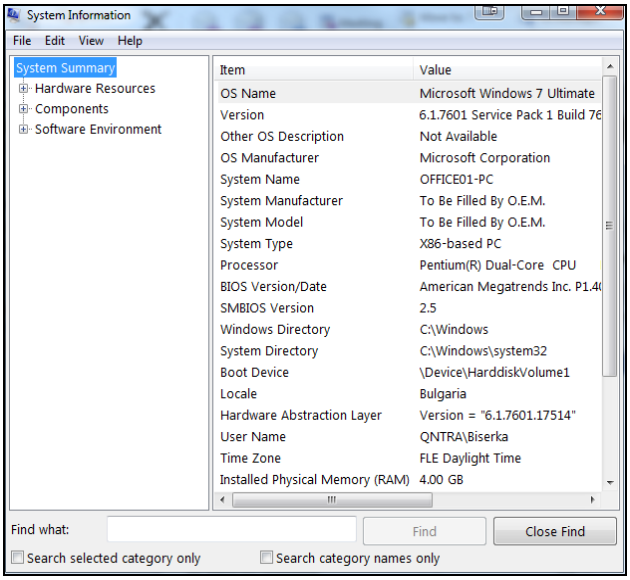
9.2 About



Here you could receive detailed system information, about the system parameters: Name, Version, Type, Memory status, Used memory and more information from this type. For maximum easiness, here you have a window, where the user could search by key word.





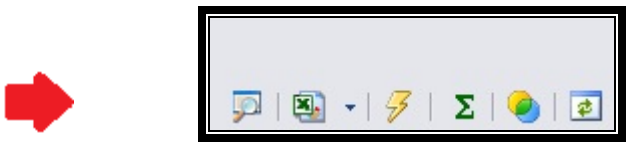
1505 Sofia
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

10. Auxiliary tools for working with tables

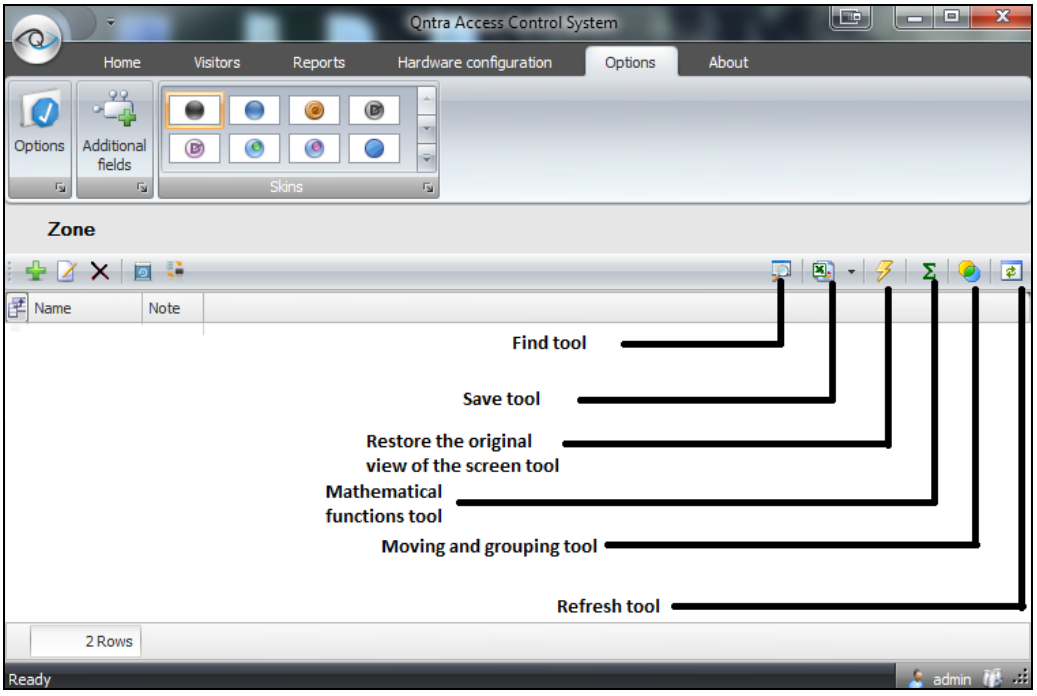
Every record is in table format. The records are aranged in columns and rows. The auxiliary tools are used for user's convenience. With these tools the user could:

- Filter the records in table format
- Open the database table in it with Excel, PDF, RTF and etc.
- Restore the original view of the screen tool
- Sum the column\row values
- Shuffle the column and groups of columns
- Update the information

The tool bar is situated up, right on the screen



Tools description:



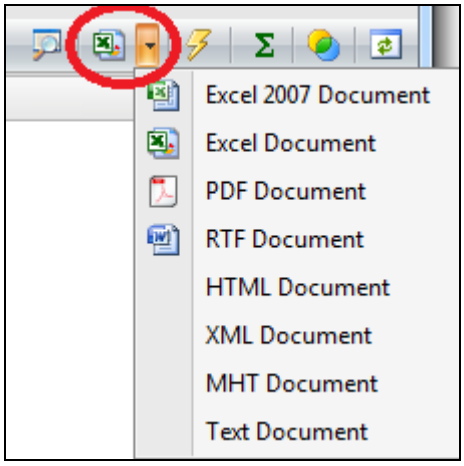
1505 Sofia
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

Find tool – allows searching in all columns and rows

Select the tool from the bar or press the button combination Ctrl +F. A pannel would be opened, there the user could write a symbol combination.

Save tool in Excel, PDF, RTF and etc.

From the droping menu, select in what type you would like , the information to be displayed.



The information could be displayed in HTML, XML and text document.

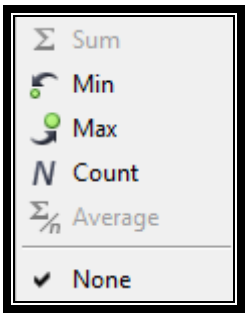
Restore the original view of the screen tool

The tool is used when the user would like to restore the original view of the screen.

1505 Sofia
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

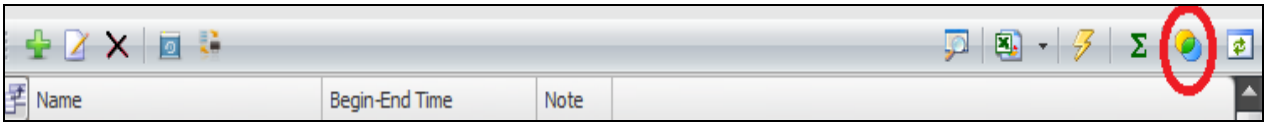
Mathematical functions tool

This tool allows mathematical operations to be made : SUM, MAX, MIN, AVERAGE, COUNT numbers and etc.



Tool for moving and grouping columns on the screen

This tool allows column grouping by any criteria. For example, the user want to sort the employees by positions. The user has to click on the button to make the tool active, than drag the Position column over the table.



Refresh tool

The refresh tool allows to the user in every moment to refresh the screen and view the changes.

1505 Sofia
47 Popova shapka str., fl. 2
Phone number.: (02) 421 9707
E-mail: info@qntra.com
Skype: qntra.com

11. Dictionary\terminology:

ANTIPASSBACK *– regimee of system working, which forbid repeated passing through a entrance without checking on the exit. It prevent against second card marking on same reader per entrance or exit. This function is convenient for employee access control and preveningt repeatedly leaving the work position.*

Cards validation *– A validation time interval could be added. When the interval ends, the card become inactive. If the the activation fields are not marked, the card would work for an unlimited period of time.*

Inactive – *If a card is marke like inactive, the card would not working. For example, this fuction is used when an employee lost their card and etc.*

Access control level/permissions *– An access level is deteminated for every card, i.e. it defines to which readers (entrance\exit readers) would have access every possessor of the card.*